

AGENDA
Regular Meeting of the Pierce County Library System Board of Trustees
July 13, 2022 | 3:30 PM

Attendees may join in person at 3005 112th St E, Tacoma WA 98446, or virtually via:

- **Phone:** Dial+ 1.253.215.8782 | Webinar ID: 853 3159 8218| Passcode: 305939; or
- **Web browser** (Zoom user account is required to join via web browser) or **App**:
<https://us06web.zoom.us/j/85331598218?pwd=TVRWcEVYTFY3N0tod0FSa1ZBV2xqQT09>

Call to Order: Jamilyn Penn, Chair

Public Comment: *This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. **If attending virtually, please submit request to comment in writing (including your full name, address and topic) to pmcbri@piercescountylibrary.org by 2 pm on July 13. Time limit for comments is three minutes.***

Consent Agenda

Action

1. Approval of Minutes of June 8, 2022, Regular Meeting
2. Approval of June 2022 Payroll, Benefits and Vouchers

Board Member Reports

Routine Reports

1. Executive Director Report, Gretchen Caserotti
2. Fundraising Performance Report, Dean Carrell
3. Metrics Dashboard, Melinda Chesbro
4. May Financial Report, Cliff Jo
5. Public Services Report, Connie Behe, Alison Eckes and Kayce Hall

Unfinished Business

1. Lakewood Library Services and Communications, Connie Behe and Melinda Chesbro
2. Buckley Site Contamination Update, Cliff Jo

New Business

1. Public Comments to the Board of Trustees, Gretchen Caserotti
2. 2023 Budget Calendar, Cliff Jo
3. Selection of Library Materials Policy Discussion, Gretchen Caserotti

Officers Reports

1. Streaming Video Service, Amy Anderson
2. World Languages Collection, Amy Anderson
3. 2020 Audit Report, Cliff Jo

Executive Session

Action

At this time on the agenda, the Board of Trustees will recess to Executive Session, per RCW 42.30.110, to discuss property matters.

New Business (cont.)

1. Approve Lease Documents for Temporary Lakewood Library (if needed), Cliff Jo

Action

Announcements

Adjournment

Action

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – JUNE 8, 2022**



CALL TO ORDER

Chair Jamilyn Penn called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:32 pm. Board members present were Jamilyn Penn, Pat Jenkins and Neesha Patel. Pam Duncan joined the meeting at 3:36 pm, and Abby Sloan joined the meeting at 3:37 pm. The meeting was conducted virtually and in person.

PUBLIC COMMENT

The following members of the Lakewood community addressed the Board:

Dr. Carlo Manetti, James Dunlop, Tichomír Dunlop, Judith Manetti, Matthew McCarthy
Christina Manetti, Helen Wagner.

CONSENT AGENDA

1. Approval of Minutes of May 11, 2022, Special Meeting
2. Approval of May 2022 Payroll, Benefits and Vouchers
3. Resolution 2022-09: To Declare Furnishings and Equipment Surplus to Public Service Needs
4. Resolution 2022-10: Appointing The Agent To Receive Claims For Damages

Trustee Patel moved for approval of the consent agenda. Trustee Duncan seconded the motion. Motion carried.

BOARD MEMBER REPORTS

Trustee Duncan visited the Friends of the Lakewood Library book sale and enjoyed the experience.

ROUTINE REPORTS

Inaugural Executive Director Report – Executive Director Gretchen Caserotti extended her appreciation for the warm welcome and thoughtfulness from staff. She will be visiting all branch locations within the month. She expressed her gratitude to have heard Lakewood community members, adding the Library intends to honor the history, tradition and the comments received about the Lakewood Library. She noted the Library has engaged in a collaborative decision making process with the City of Lakewood in the formation of the joint advisory committee who will bring their recommendations to the Board in the future.

Director Caserotti intends to regularly meet with the board chair and will be meeting individually with each of the trustees this summer as she builds her relationship with the Board in service to the community. She expressed excitement in bringing her own ideas and experiences to the work being done in the Library System.

Fundraising Performance Report – Foundation Director Dean Carrell reported the Foundation is on pace to meeting its annual campaign goals. He noted the capital campaign figures in the dashboard do not reflect the recent \$50,000 commitment from a generous donor, putting the donations received at \$1,243,000 in commitments to date.

Metrics Dashboard – Deputy Director Melinda Chesbro reported the allocation of the World Language collection and the use of the Streaming video service will be shared in a future meeting.

April Financial Report – Finance and Business Director Cliff Jo reported the Library received an additional \$3.4 M of its 2022 property tax revenue in May and is on track to receive all projected taxes for the year.

Customer Experience Services Report – Public Services Deputy Director Connie Behe reported a plan is in place to reinstate the full range of services in all library locations, including reopening of the public meeting rooms.

UNFINISHED BUSINESS

Lakewood Building Condition – Deputy Director Behe noted there are 47 programs that are part of the summer reading program that was planned for the Lakewood Library. There were no in-building programs since the pandemic but the Library has committed staff and the bookmobile to continue offering programs outside the library building and in the community as it has been since the pandemic.

Staff are developing an interim services plan for robust outreach and community engagement in Lakewood. She noted the temporary branch location has not yet been finalized. Staff have been relocated and no layoffs were made in this transition.

Advisory Committee – Deputy Director Behe and Executive Director Caserotti attended the Lakewood City Council meeting during which the appointed committee members were announced. The first meeting will be held in June.

NEW BUSINESS

2023 Budget Calendar – Director Jo provided an overview of the budget calendar and process that will take place during the next several months. He anticipated property values to grow from \$444,000 to near \$500,000 next year given the growth of residential values in the Library's taxing district. The Library will receive the assessor's preliminary certificate in September.

OFFICERS REPORTS

Great Resignation – Staff Experience Director Chereé Green noted plans are underway to include additional tracking data to capture reasons for voluntary retirement of employees.

2020 Fiscal Audit – Director Jo reported the exit conference will take place later this month. Trustee Patel will continue to participate in the process.

Buckley Library Site Evaluation Update – Director Jo noted the costs for remediation are being identified and are within the anticipated range.

EXECUTIVE SESSION

At 4:30 pm, Trustee Patel moved to recess to Executive Session, per RCW 42.30.110, to discuss personnel matters for approximately 10 minutes. Trustee Jenkins seconded the motion. Motion carried. The session ended at 4:45 pm.

NEW BUSINESS (CONT.)

Trustee Jenkins authorized the Library to sole-source commercial broker representation to Jeff Williams at Berkadia. Trustee Duncan seconded the motion. Motion carried.

Trustee Duncan authorized the Library to extend BuildingWork Architects contract to include the design of the leased space for the Lakewood Library. Trustee Patel seconded the motion. Motion carried.

ANNOUNCEMENTS

Director Caserotti encouraged the Board to participate in and mention the Library’s summer reading programs.

ADJOURNMENT

The meeting was adjourned at 4:53 pm on motion by Trustee Jenkins, seconded by Trustee Patel.

Gretchen Caserotti, Secretary

Jamilyn Penn, Chair

**Pierce County Library System
Payroll, Benefits and Vouchers
June 2022**

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	10074 - 10080	6/6/2022 - 6/21/2022	\$ 11,193.13
Electronic Payments - Payroll & Acct Payable		6/6/2022	\$ 1,007,864.44
Electronic Payments - Payroll & Acct Payable		6/21/2022	\$ 941,888.82
Accounts Payable Warrants	702981 - 703089	6/3/2022 - 6/24/2022	\$ 990,913.19
Total:			<u>\$ 2,951,859.58</u>

As of 7.1.2022

CHECK RECONCILIATION REGISTER
CHECK DATE FROM: 06/01/2022 TO: 06/30/2022

CHECKING ACCOUNT: 999.000.000.000.111100
AS-OF DATE: 07/01/2022

EMP #	NAME	ISSUED	CHECK #	AMOUNT
1415	CASEROTTI, GRETCHEN	06/06/2022	10074	4,720.25
1415	CASEROTTI, GRETCHEN	06/06/2022	10075	.00
1420	CLOUD, TONYA	06/06/2022	10076	891.19
1419	CORPUZ, MAGDIEL JOB A	06/06/2022	10077	609.85
1422	DOTY, DEMETRIA	06/21/2022	10078	1,370.61
1417	GOFF, SARAH	06/21/2022	10079	2,692.60
1382	LE, GIANG QUYNH	06/21/2022	10080	908.63
TOTAL CHECKS			7	11,193.13

Ad-hoc bank transaction (Withdrawal)

PCL_Company

ACH Template Name in KTT : RLIBRARY
 Description: Pierce County Rural Library

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecounyalibrary.org
 Comments: 6/06/22 Payroll

Withdrawal Date: 6/6/2022

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	90,631.12
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	67,153.72
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	67,153.72
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	618,308.45
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,760.50
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	55,734.42
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	87,296.45
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,619.99
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,706.07
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	-
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	1,500.00
Total Deposit						\$ 1,007,864.44

Certification:

Stacy Karabotsos
 Signature (Department Designee)

6/2/2022
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

ACH Template Name in KTT : RLIBRARY
 Description: Pierce County Rural Library

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecountylibrary.org
 Comments: 06/21/22 Payroll

Withdrawal Date: 6/21/2022

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	79,323.85
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	61,470.94
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	61,470.94
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	582,601.69
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,112.38
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	52,239.78
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	82,046.47
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,619.99
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,706.07
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	875.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	200.90
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	720.81
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	1,500.00
Total Deposit						\$ 941,888.82

Certification:

Stacy Karabotsos
 Signature (Department Designee)

6/17/2022
 Date

Comments:

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
702981	06/03/2022	PRINTED	2159	BLEIKER TRAINING	0.00	5,000.00	06/09/2022
702982	06/03/2022	PRINTED	2324	MULTNOMAH UNIVERSITY	0.00	27.00	06/07/2022
702983	06/03/2022	PRINTED	2323	NATRONA COUNTY PUBLIC LIBRARY	0.00	20.00	06/16/2022
702984	06/03/2022	PRINTED	512	OETC	0.00	270.57	06/16/2022
702985	06/03/2022	PRINTED	61	RICOH USA INC	0.00	800.09	06/08/2022
702986	06/03/2022	PRINTED	2097	SENTINEL PEST CONTROL	0.00	76.58	06/16/2022
702987	06/03/2022	PRINTED	341	BAKER & TAYLOR	0.00	12,572.23	06/08/2022
702988	06/03/2022	PRINTED	432	CITY OF BONNEY LAKE , WA	0.00	275.58	06/07/2022
702989	06/03/2022	PRINTED	638	CITY OF BUCKLEY	0.00	265.82	06/10/2022
702990	06/03/2022	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	965.48	06/08/2022
702991	06/03/2022	PRINTED	371	ELMHURST MUTUAL POWER & LIGHT CO	0.00	1,319.25	06/08/2022
702992	06/03/2022	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	175.57	06/13/2022
702993	06/03/2022	PRINTED	26	LINGO	0.00	212.96	06/09/2022
702994	06/03/2022	PRINTED	211	MIDWEST TAPE	0.00	10,146.64	06/07/2022
702995	06/03/2022	PRINTED	216	CITY OF MILTON	0.00	474.32	06/07/2022
702996	06/03/2022	PRINTED	1081	NASIM & SONS INC	0.00	8,858.87	06/07/2022
702997	06/03/2022	PRINTED	776	PUGET SOUND ENERGY	0.00	1,839.78	06/08/2022
702998	06/03/2022	PRINTED	273	TOWN OF STEILACOOM	0.00	1,440.40	06/09/2022
702999	06/03/2022	PRINTED	2015	WEX BANK	0.00	4,279.82	06/08/2022
703000	06/03/2022	PRINTED	832	WORLD BOOK INC	0.00	6,134.71	06/07/2022
703001	06/06/2022	PRINTED	314	AFSCME AFL-CIO	0.00	13,865.87	06/14/2022
703002	06/06/2022	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	2,747.62	06/13/2022
703003	06/06/2022	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	635.16	06/07/2022
703004	06/06/2022	PRINTED	613	VOLUNTARY EMPLOYEES' BENEFICIA	0.00	1,041.67	06/14/2022
703005	06/07/2022	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	0.00	12,328.35	06/13/2022
703006	06/08/2022	PRINTED	335	AWC EMPLOYEE BENEFIT TRUST	0.00	253,078.80	06/14/2022
703007	06/10/2022	PRINTED	324	ANDERSON ISLAND COMMUNITY CLUB	0.00	10,310.00	06/24/2022
703008	06/10/2022	PRINTED	336	ATS AUTOMATION INC	0.00	5,762.88	06/17/2022
703009	06/10/2022	PRINTED	341	BAKER & TAYLOR	0.00	18,330.06	06/17/2022
703010	06/10/2022	PRINTED	432	CITY OF BONNEY LAKE	0.00	4.46	06/14/2022
703011	06/10/2022	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	786.68	06/16/2022
703012	06/10/2022	PRINTED	998	CINTAS CORPORATION	0.00	467.42	06/16/2022
703013	06/10/2022	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	0.00	595.55	06/17/2022
703014	06/10/2022	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	252.56	06/23/2022
703015	06/10/2022	PRINTED	710	IRON MOUNTAIN INC	0.00	436.40	06/16/2022
703016	06/10/2022	PRINTED	211	MIDWEST TAPE	0.00	1,206.23	06/15/2022
703017	06/10/2022	PRINTED	1081	NASIM & SONS INC	0.00	2,175.78	06/14/2022
703018	06/10/2022	PRINTED	540	PARKLAND LIGHT & WATER	0.00	413.50	06/15/2022
703019	06/10/2022	PRINTED	552	PENINSULA LIGHT CO	0.00	623.21	06/14/2022
703020	06/10/2022	PRINTED	762	PRINT NW LLC	0.00	1,537.17	06/14/2022
703021	06/10/2022	PRINTED	776	PUGET SOUND ENERGY	0.00	450.12	06/15/2022

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
703022	06/10/2022	PRINTED	776	PUGET SOUND ENERGY	0.00	380.99	06/16/2022
703023	06/10/2022	PRINTED	782	QUALITY BUSINESS SYSTEMS INC	0.00	4,769.28	06/16/2022
703024	06/10/2022	PRINTED	61	RICOH USA INC	0.00	3,896.63	06/15/2022
703025	06/10/2022	PRINTED	78	RWC INTERNATIONAL LTD	0.00	3,180.95	06/15/2022
703026	06/10/2022	PRINTED	91	SCHOLASTIC INC	0.00	568.02	06/15/2022
703027	06/10/2022	PRINTED	2097	SENTINEL PEST CONTROL	0.00	306.18	06/27/2022
703028	06/10/2022	PRINTED	249	SMITH FIRE SYSTEMS INC	0.00	1,485.70	06/14/2022
703029	06/10/2022	PRINTED	285	CITY OF SUMNER	0.00	2,215.40	06/15/2022
703030	06/10/2022	PRINTED	301	TACOMA RUBBER STAMP	0.00	33.87	06/15/2022
703031	06/10/2022	PRINTED	579	TK ELEVATOR	0.00	61,601.05	06/21/2022
703032	06/10/2022	PRINTED	595	TYLER TECHNOLOGIES INC	0.00	640.00	06/14/2022
703033	06/10/2022	PRINTED	672	CITY OF UNIVERSITY PLACE	0.00	93.87	06/15/2022
703034	06/10/2022	PRINTED	605	US BANK	0.00	302,597.40	06/17/2022
703035	06/10/2022	PRINTED	811	WCP SOLUTIONS	0.00	962.92	06/14/2022
703036	06/17/2022	PRINTED	341	BAKER & TAYLOR	0.00	12,244.39	06/24/2022
703037	06/17/2022	PRINTED	1320	BUSTOS MEDIA HOLDINGS, LLC	0.00	2,339.00	06/23/2022
703038	06/17/2022	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	1,190.99	06/22/2022
703039	06/17/2022	PRINTED	998	CINTAS CORPORATION	0.00	934.84	06/27/2022
703040	06/17/2022	PRINTED	379	E-RATE EXPERTISE INC	0.00	600.00	06/28/2022
703041	06/17/2022	PRINTED	445	GHA TECHNOLOGIES INC	0.00	1,409.10	06/22/2022
703042	06/17/2022	PRINTED	1821	KNKX 88.5 FM	0.00	2,985.00	06/24/2022
703043	06/17/2022	PRINTED	2300	KPFF INC	0.00	7,500.00	06/29/2022
703044	06/17/2022	PRINTED	2338	LIBRARY IDEAS LLC	3,647.83	0.00	
703045	06/17/2022	PRINTED	211	MIDWEST TAPE	0.00	14,105.31	06/22/2022
703046	06/17/2022	PRINTED	520	CITY OF ORTING	0.00	192.73	06/24/2022
703047	06/17/2022	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	145.00	06/22/2022
703048	06/17/2022	PRINTED	535	PAPERROLLS-N-MORE.COM	1,214.08	0.00	
703049	06/17/2022	PRINTED	1037	PIERCE COUNTY SEWER	0.00	1,262.59	06/22/2022
703050	06/17/2022	PRINTED	782	QUALITY BUSINESS SYSTEMS INC	0.00	1,048.95	06/23/2022
703051	06/17/2022	PRINTED	61	RICOH USA INC	0.00	3,158.57	06/24/2022
703052	06/17/2022	PRINTED	61	RICOH USA INC	0.00	1,723.39	06/24/2022
703053	06/17/2022	PRINTED	2097	SENTINEL PEST CONTROL	481.34	0.00	
703054	06/17/2022	PRINTED	284	SUMMIT WATER & SUPPLY CO	0.00	364.28	06/22/2022
703055	06/17/2022	PRINTED	2215	VORTEX INDUSTRIES LLC	0.00	19,455.93	06/23/2022
703056	06/21/2022	PRINTED	313	AFLAC	3,751.15	0.00	
703057	06/21/2022	PRINTED	684	COLONIAL SUPPLEMENTAL INSURANC	174.00	0.00	
703058	06/21/2022	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	2,747.62	06/28/2022
703059	06/21/2022	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	620.16	06/24/2022
703060	06/24/2022	PRINTED	341	BAKER & TAYLOR	20,496.89	0.00	
703061	06/24/2022	PRINTED	2331	DEAN CARRELL	50.00	0.00	
703062	06/24/2022	PRINTED	657	CENGAGE LEARNING INC / GALE	4,749.42	0.00	

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
703063	06/24/2022	PRINTED	998	CINTAS CORPORATION	467.42	0.00	
703064	06/24/2022	PRINTED	1001	DATA QUEST LLC	0.00	401.35	06/29/2022
703065	06/24/2022	PRINTED	405	FLOHAWKS	432.77	0.00	
703066	06/24/2022	PRINTED	2337	GEORGIA LOMAX CONSULTING	4,193.75	0.00	
703067	06/24/2022	PRINTED	460	GRAY MEDIA PRODUCTIONS LLC	0.00	3,900.00	06/29/2022
703068	06/24/2022	PRINTED	703	INGRAM LIBRARY SERVICES	1,303.16	0.00	
703069	06/24/2022	PRINTED	735	KING COUNTY LIBRARY SYSTEM	161.90	0.00	
703070	06/24/2022	PRINTED	1886	LAMAR COMPANIES	0.00	1,755.00	06/28/2022
703071	06/24/2022	PRINTED	2333	TAMARA MEREDITH	0.00	500.00	06/29/2022
703072	06/24/2022	PRINTED	211	MIDWEST TAPE	38,407.06	0.00	
703073	06/24/2022	PRINTED	2345	TRISHA MUSCHETT	0.00	207.50	06/27/2022
703074	06/24/2022	PRINTED	1081	NASIM & SONS INC	1,970.18	0.00	
703075	06/24/2022	PRINTED	2243	GEODESIGN INC	0.00	16,019.00	06/29/2022
703076	06/24/2022	PRINTED	509	OC PUBLIC LIBRARIES	24.99	0.00	
703077	06/24/2022	PRINTED	532	PANDORA MEDIA INC	2,828.39	0.00	
703078	06/24/2022	PRINTED	552	PENINSULA LIGHT CO	0.00	1,454.25	06/28/2022
703079	06/24/2022	PRINTED	2332	THE PLUMBING & DRAIN COMPANY INC	0.00	2,794.11	06/28/2022
703080	06/24/2022	PRINTED	2334	PRIMARY SOURCE LLC	17,148.10	0.00	
703081	06/24/2022	PRINTED	776	PUGET SOUND ENERGY	0.00	4,360.29	06/29/2022
703082	06/24/2022	PRINTED	782	XEROX CORPORATION	0.00	179.16	06/29/2022
703083	06/24/2022	PRINTED	61	RICOH USA INC	0.00	172.35	06/28/2022
703084	06/24/2022	PRINTED	2097	SENTINEL PEST CONTROL	306.60	0.00	
703085	06/24/2022	PRINTED	1814	ASHLEY CRUTE	0.00	200.00	06/29/2022
703086	06/24/2022	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	588.76	06/29/2022
703087	06/24/2022	PRINTED	810	WAYNES ROOFING INC	0.00	1,587.12	06/28/2022
703088	06/24/2022	PRINTED	826	WOIS THE CAREER INFORMATION SYTEM	9,120.00	0.00	
703089	06/24/2022	PRINTED	2008	ZPROCIS SOLUTIONS INC	6,900.00	0.00	
					117,829.03	873,084.16	990,913.19

Routine Reports

MEMO



Date: July 1, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report

Through the month of June, Connie Behe and I toured all Pierce County Library System branches and I toured each department in the Administrative Center. It has been informative and energizing to meet our staff and see first-hand all the great work happening across the district. In July, I will compile and evaluate what I've heard and learned to identify themes from staff and we begin the external communications plan in earnest with numerous meetings being scheduled with community leaders across the county.

Along with others, I had conversations, meetings, read and listened to comments from the public about the Lakewood Library. Internally, we have a matrix where we are tracking these comments and identifying the themes we are hearing which will be helpful as we move forward both in the temporary branch planning as well as with the long-term planning. We'll strive to incorporate those common themes into our work so we can address and resolve them in our decisions. I was able to welcome the members of the Lakewood Library Advisory Committee at their first meeting and will continue to listen in as they move through their work. Mary Getchell has prepared a [page on our website](#) where all the committee's work, including research reports and documents, will be made available to the public.

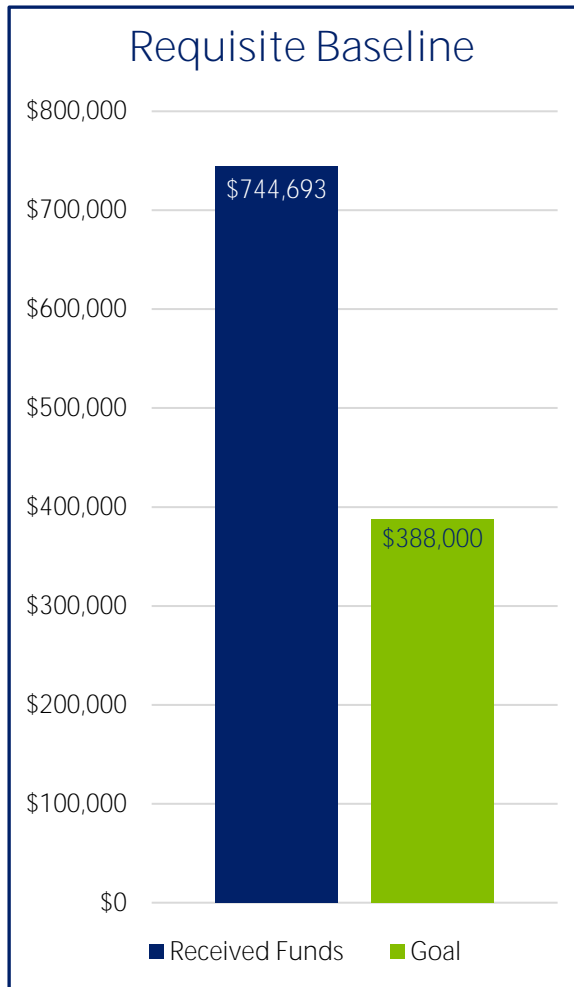
On the other side of the county, I was able to meet the Capital Campaign Committee when we had an in-person meeting and got to walk the site for a future library branch in Sumner – spectacular views of Mount Rainier! I am excited to get our internal building project started and will be glad to apply my recent new building project experience in my former position to our process for both Sumner and Lakewood.

Internally, I am working with Connie and Petra to get a comprehensive policy review process in place which will create a framework for the Library's policies and a consistent process we can use to review, update, or sunset the numerous policies we have. We will consider our commitment to equity, diversity, and inclusion as a framework as well as using simple language to make our policies clear. The Board can expect to start seeing policy revisions in the coming year. One policy that I determined to be of a higher priority and initiated working on right away in June is our Selection of Library Materials Policy and Request for Reconsideration forms and process. I was provided the materials from the Intellectual Freedom training the Board received back in April 2022, have undergone extensive First Amendment training and policy work back in Idaho, and worked quickly here to start drafting revisions for discussion. With this issue very much in the public eye around the country, it is critical that our policies and procedures are clear so we can be consistent when addressing concerns about our collection here at the Library. Details about this policy recommendation are included in a separate memo.

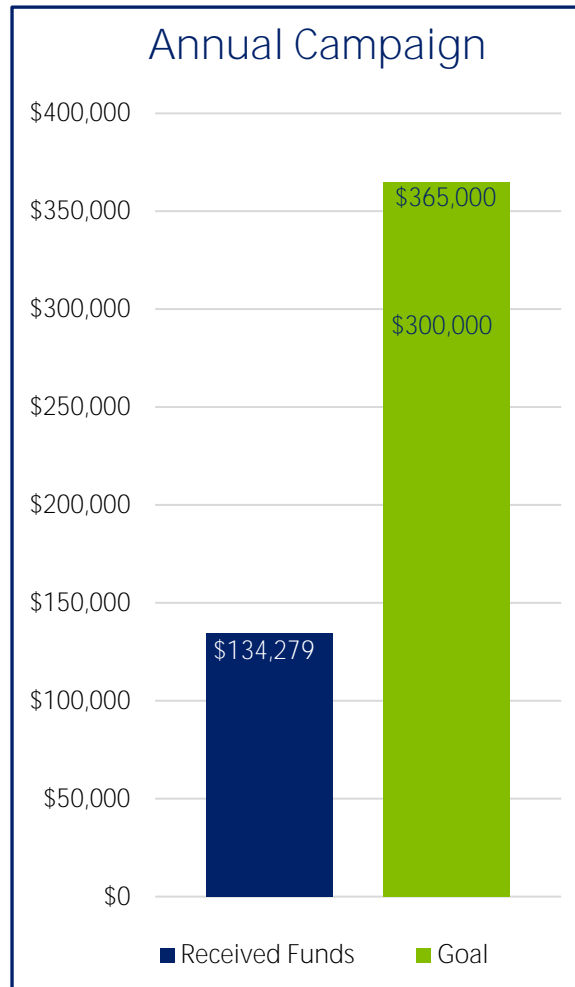
I'm very glad to see the Customer Experience teams working to restore public access to meeting and study rooms in the branches this fall. This team is undergoing some restructuring which we are optimistic will provide better support for branch staff and in turn, improve our overall services to the public. A number of positions have recently been posted and many departments are busy trying to fill vacant positions across the organization.



Fundraising Performance Dashboard



Goal = PCLS/Foundation annual agreement

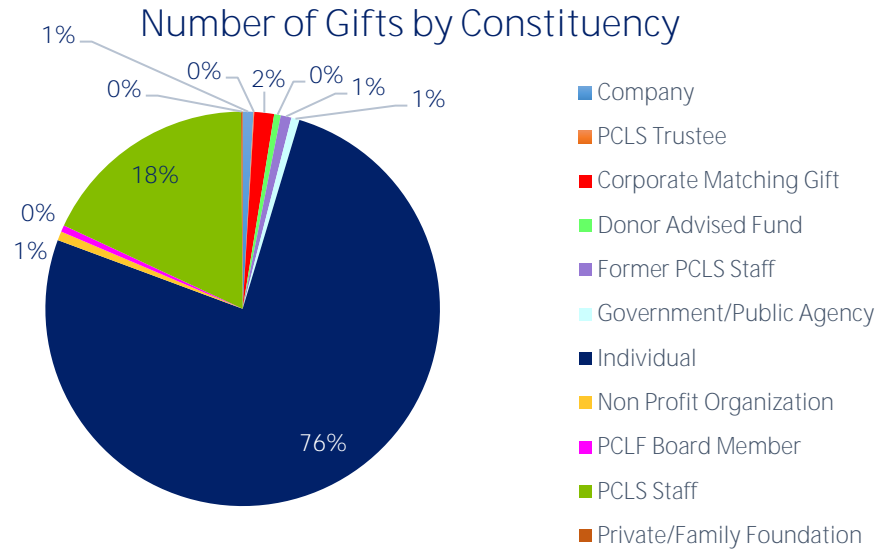


Goal = Impact Commitment (\$300,000) + Foundation budget (\$65,000)

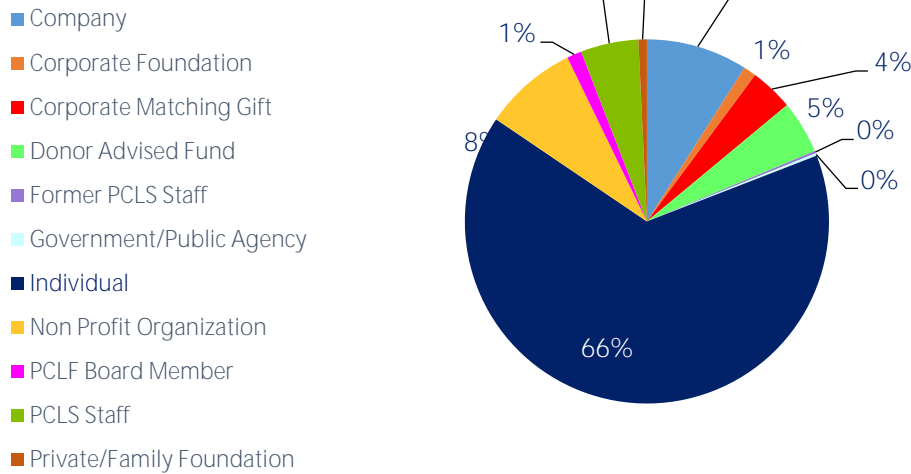


Goal = to achieve by 12/31/2023

Annual Campaign Statistics



Gift Revenue by Constituency



Annual Campaign Donors by Lifecycle Status

Continuing donors - Year to date

Continuing donors	Continuing donor rate	Continuing donor revenue	Continuing donor revenue rate	LYBUNT donors	LYBUNT revenue
504	41.38%	\$150,151.00	37.66%	714	\$195,768.00

Continuing donors - First year donor

Continuing donors	Continuing donor rate	Continuing donor revenue	Continuing donor revenue rate	LYBUNT donors	LYBUNT revenue
50	27.32%	\$32,239	41.59%	133	\$17,312.00

New donors - Year to date

New donors	New donor rate	New donor revenue	New donor revenue rate
112	3.94%	\$26,533	72.29%

Returning donors - Year to date

Returning donors	Returning donor rate	Returning donor revenue	Returning donor revenue rate
156	10.70%	\$10,212	15.70%

Updates

What's going well

- Planned Giving work in securing Memoir Society commitments
- Trivia BEE sponsorship work

Areas to capitalize on

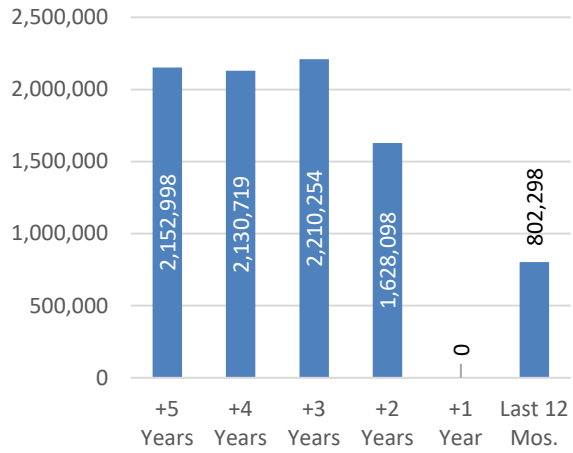
- Board member recruitment and development
- Board member solicitations for Trivia BEE sponsorships

Terms Defined

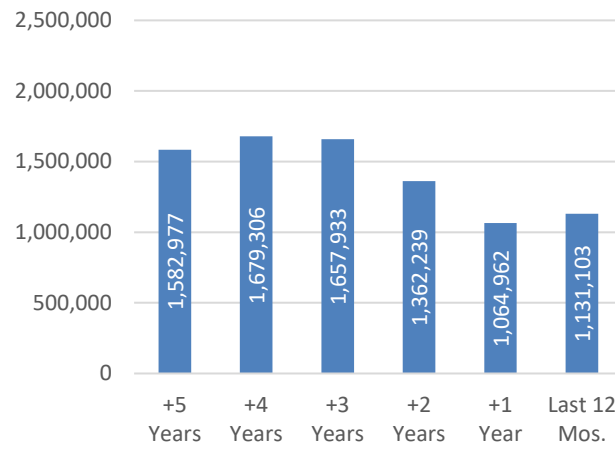
- Requisite Baseline: The minimum required amount of funds distributed to PCLS in fulfillment of the annual agreement value between PCLS & Foundation. Funds originate from the annual campaign, capital campaign, or other.
- Annual Campaign: Raised funds are first applied to fulfill the budgeted Impact Commitment with PCLS, and then to fulfill the Foundation's annual operational budget. Funds exceeding goal are applied to a Reserve Fund. * (*in process)
- Capital Campaign: Funds required to fulfill the PCLS/PCLF Spark! Future Libraries projects.
- Total Committed Revenue: All cash gifts + pledges
- Unrestricted Revenue: Undesignated funds which PCLF Board can commit all or a portion to PCLS for agreed upon programs/services in fiscal year
- Temporarily Restricted Revenue: Designated funds (typically) from sources like Friends groups, GTCF, etc., in support of priority and/or special PCLS projects
- Constituency: A group of donors/prospects categorized to ensure more personalized, meaningful engagement
- Constituency Gifts: The number of gifts, not necessarily number of donors, from each donor constituency
- Constituency Revenue: All committed revenue from each donor constituency
- New Donor Rate (YTD): How the total number of new donors acquired in the current fiscal year compares to the number of constituents who gave over the previous five years
- New Donor Revenue Rate (YTD): How much new donors gave - in total - during the current fiscal year
- Continuing Donor Rate (YTD): How the total number of donors from the previous year - as a percentage - gave again during current year
- Continuing Donor Revenue Rate (YTD): How retained revenue amount compares to previous year's overall giving from retained donors
- Continuing Donors (1st year): A donor who gave their first gift in the previous fiscal year and again in the current fiscal year
- Returning Donor Rate (YTD): How the total number of donors who lapsed in their giving last year and have given again this year compares to everyone who gave two to five years ago but not last year

Customers / Visits - May 2022

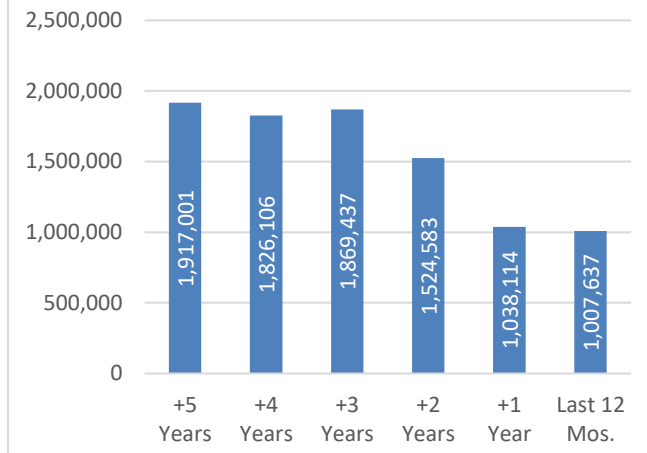
Branch Visits



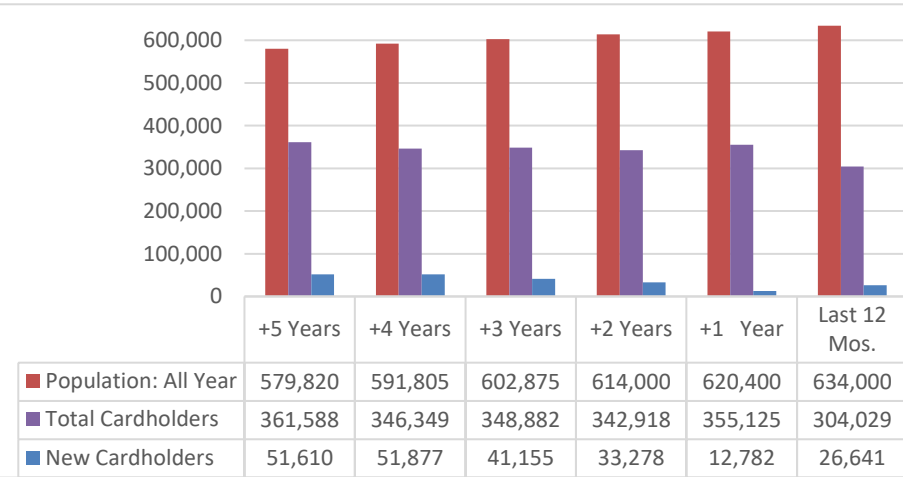
Catalog Visits



Website Visits



PCLS Cardholder Statistics



May and Rolling 12-Month Comparison

	May 2022	May 2021	% Change May Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	84,389	0	-	802,298	0	-
Catalog Visits	94,461	87,247	8.3%	1,131,103	1,064,962	6.2%
Public Website Visits	85,003	83,126	2.3%	1,007,637	1,038,114	-2.9%

Technology

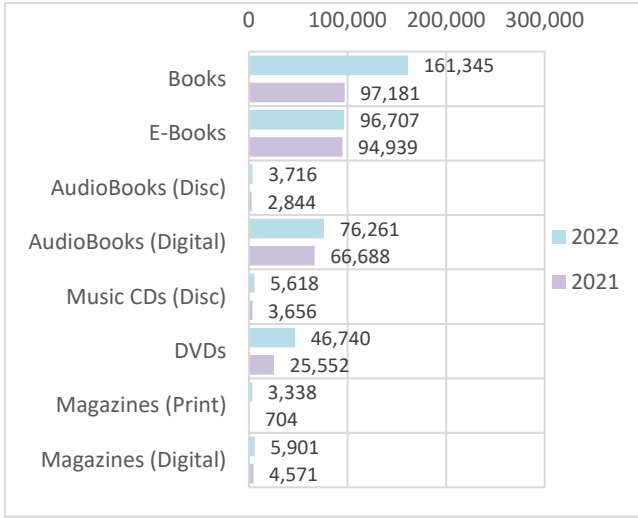
	May 2022	May 2021	% Change May Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	10,636	339	3037.5%	84,085	855	9734.5%
Wi-Fi Sessions	49,809	30,775	61.8%	552,135	239,179	130.8%

Public Spaces Usage

	2022	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
# of Public Meeting Uses	0	0	0	-
# of Attendees	0	0	0	-

Collection Use - May 2022

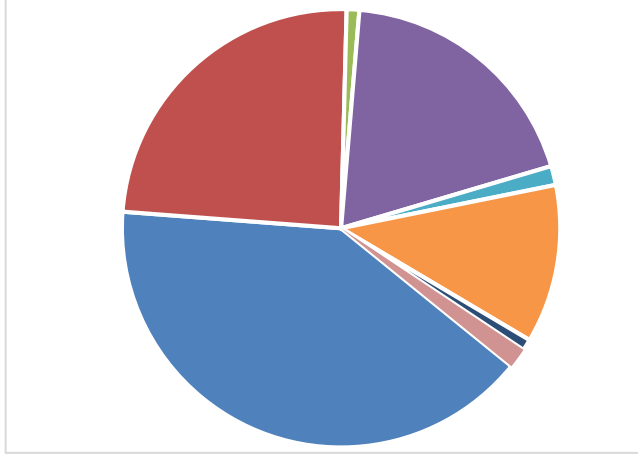
May 2022 vs May 2021 Checkouts



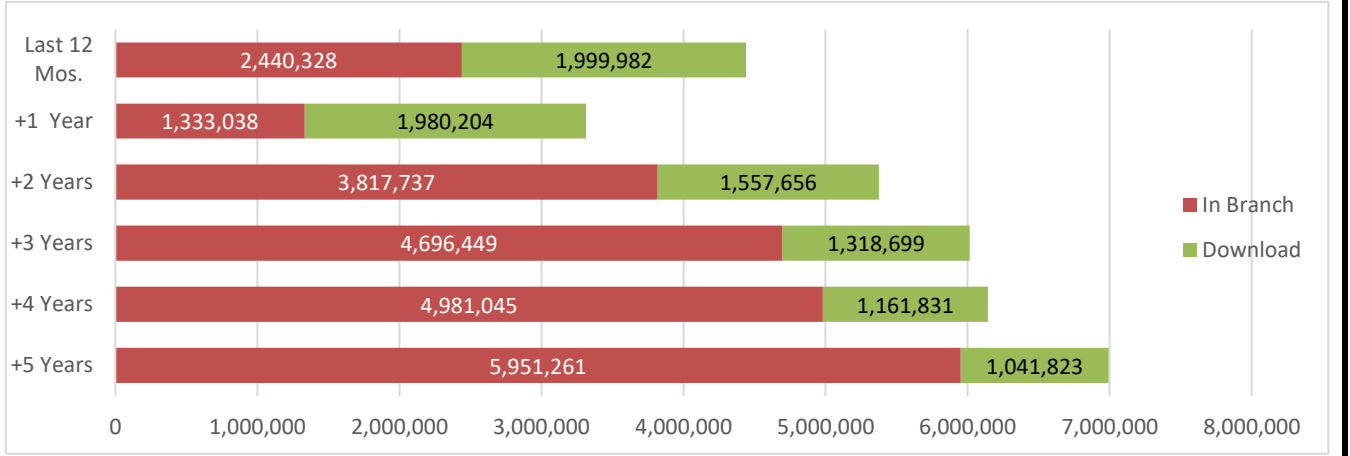
Data Table

Categories	April 2022	May 2022	May 2021	% Change of May Year Over Year	% of Total May 2022 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	164,328	161,345	97,181	66.03%	40.37%	1,846,610	1,082,961	70.51%
E-Books	93,478	96,707	94,939	1.86%	24.20%	1,116,391	1,145,930	-2.58%
AudioBooks (Disc)	3,804	3,716	2,844	30.66%	0.93%	43,569	32,689	33.28%
AudioBooks (Digital)	71,666	76,261	66,688	14.35%	19.08%	830,493	734,192	13.12%
Music CDs (Disc)	5,518	5,618	3,656	53.67%	1.41%	68,282	44,079	54.91%
DVDs	46,850	46,740	25,552	82.92%	11.70%	535,037	298,330	79.34%
Magazines (Print)	3,227	3,338	704	374.15%	0.84%	34,341	3,593	855.78%
Magazines (Digital)	5,791	5,901	4,571	29.10%	1.48%	65,769	98,218	-33.04%
Totals:	394,662	399,626	296,135	34.95%	100.00%	4,540,492	3,439,992	31.99%

Checkouts By Format - May 2022



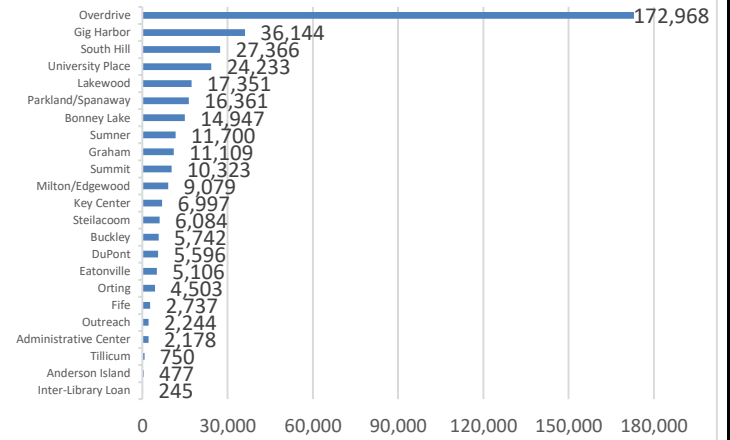
Collection Checkouts



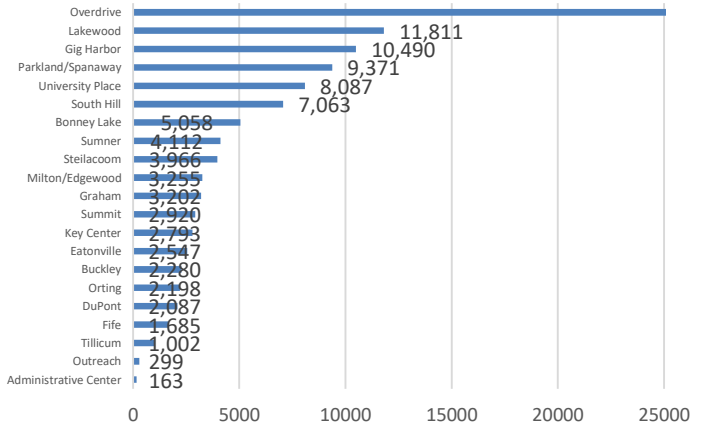
Activity - May 2022

Location	Checkouts				Visitors			
	May. 2022	Last 12 Mo.	+1 Year	% Change	May. 2022	Last 12 Mo.	+1 Year	% Change
Administrative Center	2,178	26,900	21,445	25.4%	163	1,694	0	-
Anderson Island	477	4,369	3,518	24.2%	No Door Counter for Anderson Island			
Bonney Lake	14,947	124,755	81,531	53.0%	5,058	48,454	0	-
Buckley	5,742	66,972	29,346	128.2%	2,280	24,461	0	-
DuPont	5,596	69,423	49,052	41.5%	2,087	22,755	0	-
Eatonville	5,106	57,622	30,545	88.6%	2,547	26,258	0	-
Fife	2,737	31,525	23,666	33.2%	1,685	14,224	0	-
Gig Harbor	36,144	413,897	243,054	70.3%	10,490	94,620	0	-
Graham	11,109	133,354	65,277	104.3%	3,202	35,354	0	-
Inter-Library Loan	245	3,102	2,408	28.8%	No "visitors" for Inter-Library Loan			
Key Center	6,997	93,248	50,190	85.8%	2,793	29,047	0	-
Lakewood	17,351	201,521	114,900	75.4%	11,811	93,725	0	-
Milton / Edgewood	9,079	90,861	49,734	82.7%	3,255	30,791	0	-
Orting	4,503	52,674	30,043	75.3%	2,198	21,064	0	-
Overdrive	172,968	1,946,884	1,880,122	3.6%	26,120	298,943	280,512	6.6%
Outreach	2,244	24,350	15,092	61.3%	299	3,335	0	-
Parkland / Spanaway	16,361	168,126	83,719	100.8%	9,371	93,014	0	-
South Hill	27,366	305,362	170,506	79.1%	7,063	65,013	0	-
Steilacoom	6,084	76,900	42,106	82.6%	3,966	45,563	0	-
Summit	10,323	119,497	86,906	37.5%	2,920	29,069	0	-
Sumner	11,700	131,149	91,651	43.1%	4,112	39,314	0	-
Tillicum	750	10,571	7,164	47.6%	1,002	10,576	0	-
University Place	24,233	283,146	170,140	66.4%	8,087	73,967	0	-
Total	394,240	4,436,208	3,342,115	32.7%	110,509	1,101,241	280,512	292.6%

May Checkouts



May Visitors



Branch Closure Information - Last 12 Months

Location	Start Date	End Date	Duration	Notes	Location	Start Date	End Date	Duration
System-wide	3/14/2020	6/1/2021	1 yr. 3 mos.	Covid-19				
System-wide	12/26/2021	12/27/2021	2 days	Snow storm				
Key Center	12/28/2021	1/5/2022	9 days	HVAC repairs				
System-wide	12/30/2021	12/30/2021	1 day	Snow storm				
Graham	3/10/2022	3/10/2022	1 day	Road construction				

Visitors: May 2022 counts are included in the Last 12 Mo. count for the branch locations.

Monthly Financial Reports May 31, 2022

All bold notes refer to current month activity or updates to prior months

2022's reports are based on Munis data moved to Eden.

These reports will be converted in upcoming months to be driven directly by Munis.

General Fund

May

- **Budget was adjusted to match what the Board approved in December 2021.**
- **Beginning in May, posted interest returns will be substantially more as the federal government works to reduce inflation. This will be true across all funds, most notably in the Levy Sustainability Fund.**
- **36998. E-rate reimbursement for 2021 Q4 was received.**
- **36999. Purchase card reimbursement for 2022 Q1 was received and on target to exceed budget.**
- **53505. Annual support, licensing, and maintenance payment made to Innovative Interfaces for the Polaris Integrated Library System.**
- **54120. Payment for "Welcome Back" mailed postcards, and printed items for Summer Reading.**

April

- 54120. Includes final payment for executive search firm.
- 54800. Includes significant repairs to ACL's HVAC system.
- 54906. Includes payment for property taxes.

January - March

- 53502. Includes computer replacements.
- 54120. Includes auditor billings, Barsness Group, et al.
- 54150. Includes legal consultation work related to Sumner.
- 54120. Includes auditor billings, E-Rate consulting, a new staff award system, et al.
- 54150. Includes legal consultation work related to employment.
- The month was on par for typical activity at the beginning of the year.

Capital Improvement Projects Fund

May

- **Budget was adjusted to match what the Board approved in December 2021**
- **54120. Includes payments to EHS-I for Buckley contamination mitigation.**
- **56430. Includes another round of posting P-card purchases for computer equipment.**

April

- 54120. Includes payment to Barsness Group for capital campaign consultation.
- 56430. Includes the posting of P-card purchases for computer equipment.

January - March

- 54160. Includes BuildingWork architectural services for creating standard building templates.
- 56420. Includes equipment for IT server room environmental controls.
- 54120. Includes significant repair work to IT server room environmental controls.
- 54150. Includes legal assistance for the Sumner project.

Special Purpose Fund

January - May

- **No activity.**

Election Fund

January - May

- **No significant activity other than receipt of investment earnings.**

Property & Facility Fund

January - May

- **No significant activity other than receipt of investment earnings.**

Levy Sustainability Fund

January - May

- No significant activity other than receipt of investment earnings.

Debt Service Fund

January - May

- No significant activity other than receipt of investment earnings.

US BANK Clearing Distributions

Fiscal Month	Original Payment	General Fund Posting	Capital Fund Posting	Outstanding*
January 2022	\$ 172,472.87	\$ 172,472.87	\$ - 0 -	\$ - 0 -
February 2022	567,606.76	567,606.76	- 0 -	- 0 -
March 2022	471,075.72	472,780.46	- 0 -	(1,704.74)
April 2022	335,110.90	336,259.40	- 0 -	(1,148.50)
May 2022	324,627.82	324,627.82	- 0 -	- 0 -
June 2022				
July 2022				
August 2022				
September 2022				
October 2022				
November 2022				
December 2022				
2022 YTD	\$ 1,870,894.07	\$ 1,870,894.07	\$ - 0 -	\$ (2,853.24)

**PIERCE COUNTY LIBRARY SYSTEM
STATEMENT OF FINANCIAL POSITION
May 31, 2022**

	GENERAL FUND	SPECIAL PURPOSE FUND	LEVY SUSTAINABILITY FUND	ELECTION FUND	PROPERTY AND FACILITY FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND	TOTAL ALL FUNDS
ASSETS								
Current Assets								
Cash	\$ 4,088,315	\$ -	\$ 12,620	\$ 1,527	\$ 4,400	\$ 195	\$ 73,871	\$ 4,180,928
Investments	\$ 14,721,292	\$ -	\$ 11,128,419	\$ 1,118,800	\$ 3,371,733	\$ 88,617	\$ 4,992,811	\$ 35,421,674
Accrued Interest on Investments	\$ 3,604	\$ -	\$ 179	\$ (342)	\$ (1,012)	\$ 7	\$ (1,922)	\$ 513
Total Current Assets	\$ 18,813,211	\$ -	\$ 11,141,218	\$ 1,119,985	\$ 3,375,122	\$ 88,819	\$ 5,064,760	\$ 39,603,114
TOTAL ASSETS	\$ 18,813,211	\$ -	\$ 11,141,218	\$ 1,119,985	\$ 3,375,122	\$ 88,819	\$ 5,064,760	\$ 39,603,114
LIABILITIES								
Current Liabilities								
Warrants Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable*	\$ 179	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 179
Payroll Payable	\$ (359)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (359)
US Bank Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ (180)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (180)
TOTAL LIABILITIES	\$ (180)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (180)
FUND BALANCE								
Reserve for Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Election Set-Aside		\$ -	\$ -	\$ 1,021,347	\$ -			\$ 1,021,347
Land/Property/Facility Set-Aside		\$ -	\$ -	\$ -	\$ 3,019,930			\$ 3,019,930
Unreserved Fund Balance	\$ 18,813,391	\$ -	\$ 11,141,218	\$ 98,639	\$ 355,192	\$ 88,819	\$ 5,064,760	\$ 35,562,018
TOTAL FUND BALANCE	\$ 18,813,391	\$ -	\$ 11,141,218	\$ 1,119,985	\$ 3,375,122	\$ 88,819	\$ 5,064,760	\$ 39,603,294
TOTAL LIABILITIES & FUND BALANCE	\$ 18,813,211	\$ -	\$ 11,141,218	\$ 1,119,985	\$ 3,375,122	\$ 88,819	\$ 5,064,760	\$ 39,603,114
<hr/>								
BEGINNING FUND BALANCE, 01/01/21	\$ 10,530,099	\$ -	\$ 11,126,968	\$ 1,118,558	\$ 3,370,821	\$ 88,711	\$ 5,515,706	\$ 31,750,863
YTD Revenue	\$ 23,786,399	\$ -	\$ 14,250	\$ 1,427	\$ 4,300	\$ 108	\$ 6,580	\$ 23,813,065
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (15,503,107)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (457,526)	\$ (15,960,633)
ENDING FUND BALANCE, 05/31/22	\$ 18,813,391	\$ -	\$ 11,141,218	\$ 1,119,985	\$ 3,375,122	\$ 88,819	\$ 5,064,760	\$ 39,603,294
TAXES RECEIVABLE	\$ 20,427,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,427,400

* Does not include Munis payables. These will be applied to each month prior to closing the fiscal year.

**PIERCE COUNTY LIBRARY SYSTEM
COMPARATIVE STATEMENT OF FINANCIAL POSITION
General Fund as of May 31, 2022**

	<i>HISTORICAL</i> 6/30/2021	<i>HISTORICAL</i> 7/31/2021	<i>HISTORICAL</i> 8/31/2021	<i>HISTORICAL</i> 9/30/2021	<i>HISTORICAL</i> 10/31/2021	<i>HISTORICAL</i> 11/30/2021	<i>HISTORICAL</i> 12/31/2021	<i>HISTORICAL</i> 1/31/2022	<i>HISTORICAL</i> 2/28/2022	<i>HISTORICAL</i> 3/31/2022	<i>HISTORICAL</i> 4/30/2022	<i>CURRENT</i> 5/31/2022
ASSETS												
Current Assets												
Cash	\$ 777,789	\$ 208,546	\$ 376,285	\$ 1,229,914	\$ 15,190,579	\$ 2,589,527	\$ 1,043,643	\$ 27,277	\$ 1,153,585	\$ 2,165,105	\$ 17,304,332	\$ 4,088,315
Investments	\$ 14,955,189	\$ 12,757,233	\$ 10,057,963	\$ 7,558,580	\$ 5,701,546	\$ 15,210,131	\$ 9,480,219	\$ 7,670,814	\$ 4,361,619	\$ 2,570,219	\$ 871,292	\$ 14,721,292
Accrued Interest on Investments	\$ 3,608	\$ 3,602	\$ 3,600	\$ 3,598	\$ 3,599	\$ 3,605	\$ 3,607	\$ 3,606	\$ 3,596	\$ 3,607	\$ 3,604	\$ 3,604
Deposits Refundable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Assets	\$ 15,736,585	\$ 12,969,382	\$ 10,437,848	\$ 8,792,092	\$ 20,895,724	\$ 17,803,264	\$ 10,527,468	\$ 7,701,697	\$ 5,518,800	\$ 4,738,930	\$ 18,179,227	\$ 18,813,211
TOTAL ASSETS	\$ 15,736,585	\$ 12,969,382	\$ 10,437,848	\$ 8,792,092	\$ 20,895,724	\$ 17,803,264	\$ 10,527,468	\$ 7,701,697	\$ 5,518,800	\$ 4,738,930	\$ 18,179,227	\$ 18,813,211
LIABILITIES												
Current Liabilities												
Warrants Payable*	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 34	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable*	\$ 98	\$ 98	\$ 110	\$ 106	\$ 111	\$ 108	\$ 99	\$ (114)	\$ (75)	\$ 35	\$ 70	\$ 179
Payroll Payable	\$ 174,002	\$ (1,286)	\$ (1,286)	\$ (1,286)	\$ (1,286)	\$ (1,244)	\$ (1,244)	\$ (1,244)	\$ (1,244)	\$ (1,244)	\$ (1,244)	\$ (359)
Total Current Liabilities	\$ 176,633	\$ 1,344	\$ 1,356	\$ 1,353	\$ 1,358	\$ 1,397	\$ 1,387	\$ (1,324)	\$ (1,319)	\$ (1,208)	\$ (1,174)	\$ (180)
TOTAL LIABILITIES	\$ 176,633	\$ 1,344	\$ 1,356	\$ 1,353	\$ 1,358	\$ 1,397	\$ 1,387	\$ (1,324)	\$ (1,319)	\$ (1,208)	\$ (1,174)	\$ (180)
FUND BALANCE												
Reserve for Encumbrance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ 15,559,953	\$ 12,968,038	\$ 10,436,491	\$ 8,790,739	\$ 20,894,366	\$ 17,801,867	\$ 10,526,081	\$ 7,703,020	\$ 5,520,119	\$ 4,740,139	\$ 18,180,402	\$ 18,813,391
TOTAL FUND BALANCE	\$ 15,559,953	\$ 12,968,038	\$ 10,436,491	\$ 8,790,739	\$ 20,894,366	\$ 17,801,867	\$ 10,526,081	\$ 7,703,020	\$ 5,520,119	\$ 4,740,139	\$ 18,180,402	\$ 18,813,391
TOTAL LIABILITIES & FUND BALANCE	\$ 15,736,585	\$ 12,969,382	\$ 10,437,848	\$ 8,792,092	\$ 20,895,724	\$ 17,803,264	\$ 10,527,468	\$ 7,701,697	\$ 5,518,800	\$ 4,738,930	\$ 18,179,227	\$ 18,813,211
PROPERTY TAXES RECEIVABLE	\$ 19,417,369	\$ 19,256,366	\$ 19,012,622	\$ 18,384,256	\$ 3,570,533	\$ 917,725	\$ 709,292	\$ 43,677,382	\$ 42,950,149	\$ 40,900,205	\$ 23,852,374	\$ 20,427,400

* Does not include Munis payables
These will be applied to each month
prior to closing the fiscal year.

PIERCE COUNTY LIBRARY SYSTEM
STATEMENT OF REVENUE & EXPENDITURES
For the Period Ending May 31, 2022



GENERAL FUND - 01	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 41,644,200	\$ 23,438,994	\$ -	\$ 18,205,206	56%
Other Revenue	\$ 1,109,500	\$ 347,405	\$ -	\$ 762,095	31%
TOTAL REVENUE	\$ 42,753,700	\$ 23,786,399	\$ -	\$ 18,967,301	56%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 28,919,400	\$ 11,348,854	\$ -	\$ 17,570,546	39%
Materials	\$ 4,307,500	\$ 1,314,253	\$ -	\$ 2,993,247	31%
Maintenance and Operations	\$ 7,253,600	\$ 2,840,000	\$ -	\$ 4,413,600	39%
Transfers Out & Reserves	\$ 2,273,200	\$ -	\$ -	\$ 2,273,200	0%
TOTAL EXPENDITURES	\$ 42,753,700	\$ 15,503,107	\$ -	\$ 27,250,593	36%
Excess/(Deficit)		\$ 8,283,292			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ 8,283,292			

CAPITAL IMPROVEMENT PROJECTS FUND - 30	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ 2,590,000	\$ -	\$ -	\$ 2,590,000	0%
Transfers In	\$ 1,100,000	\$ -	\$ -	\$ 1,100,000	0%
Other Revenue	\$ -	\$ 6,580	\$ -	\$ (6,580)	-
TOTAL REVENUE	\$ 3,690,000	\$ 6,580	\$ -	\$ 3,683,420	0%
EXPENDITURES					
Capital Improvement Projects	\$ 3,690,000	\$ 457,526	\$ -	\$ 3,232,474	12%
TOTAL EXPENDITURES	\$ 3,690,000	\$ 457,526	\$ -	\$ 3,232,474	12%
Excess/(Deficit)		\$ (450,946)			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ (450,946)			

DEBT SERVICE FUND - 20	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Investment Income	\$ -	\$ 108	\$ -	\$ (108)	-
TOTAL REVENUE	\$ -	\$ 108	\$ -	\$ (108)	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 108			

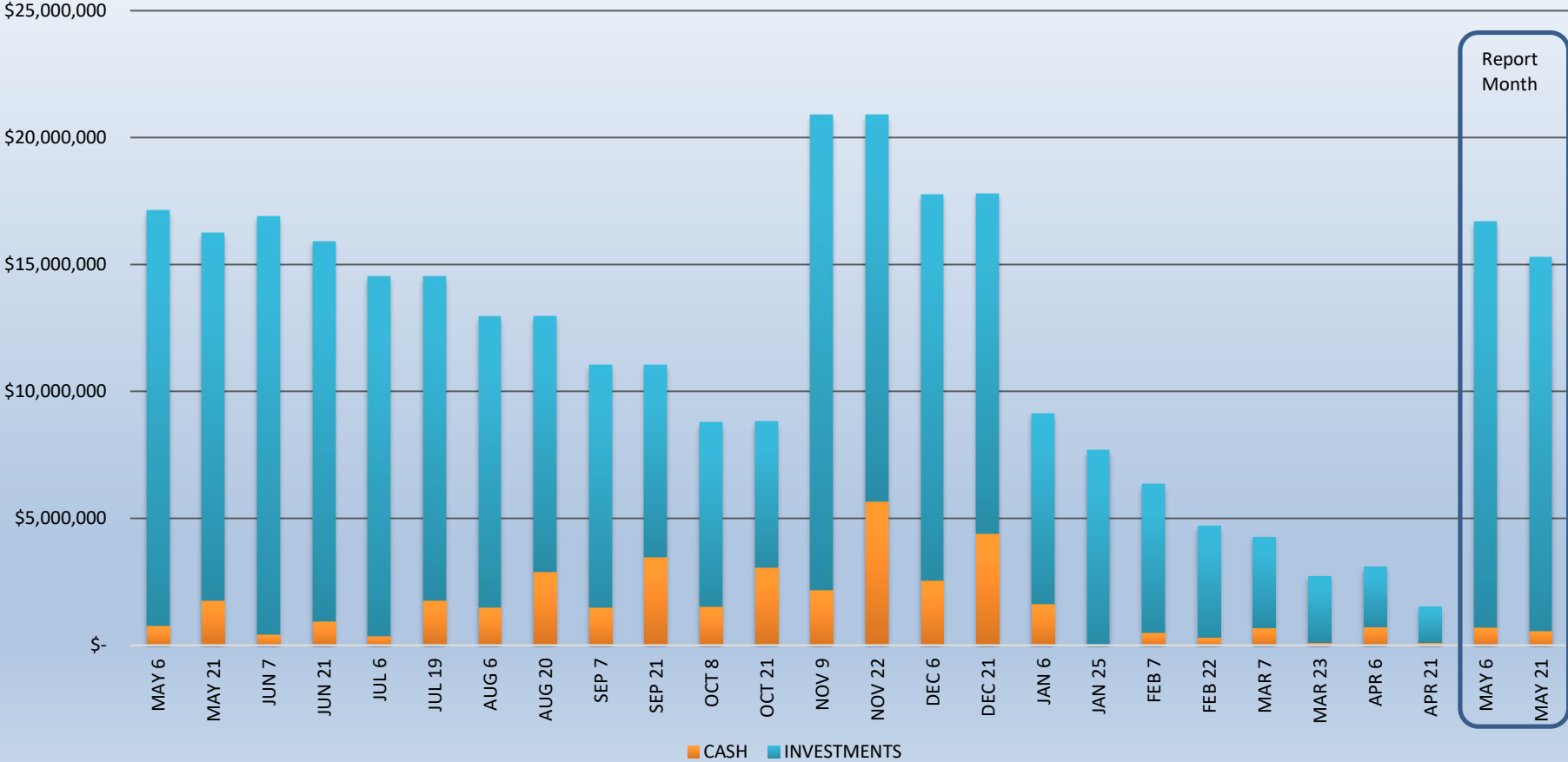
SPECIAL PURPOSE FUND - 15	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ -	\$ -	\$ -	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -	-
EXPENDITURES					
Special Purpose Programs & Projects	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ -			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ -			

LEVY SUSTAINABILITY FUND - 16	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 14,250	\$ -	\$ (14,250)	-
TOTAL REVENUE	\$ -	\$ 14,250	\$ -	\$ (14,250)	-
EXPENDITURES					
Levy Sustainability Transfers	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 14,250			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 14,250			

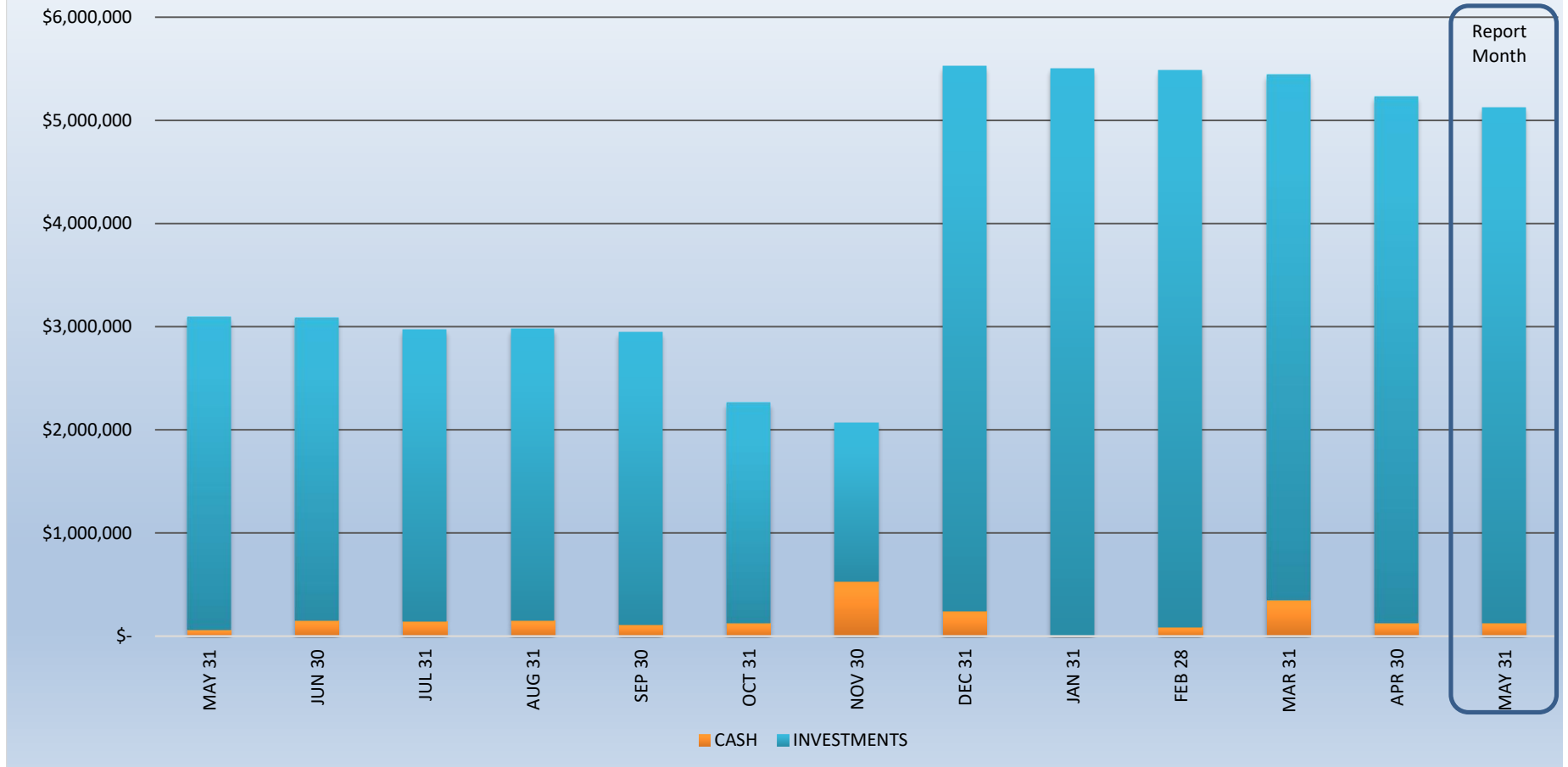
ELECTION FUND - 17	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 1,427	\$ -	\$ (1,427)	-
TOTAL REVENUE	\$ -	\$ 1,427	\$ -	\$ (1,427)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 1,427			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 1,427			

PROPERTY AND FACILITY FUND - 18	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 4,300	\$ -	\$ (4,300)	-
TOTAL REVENUE	\$ -	\$ 4,300	\$ -	\$ (4,300)	-
EXPENDITURES					
Property and Facilities	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 4,300			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 4,300			

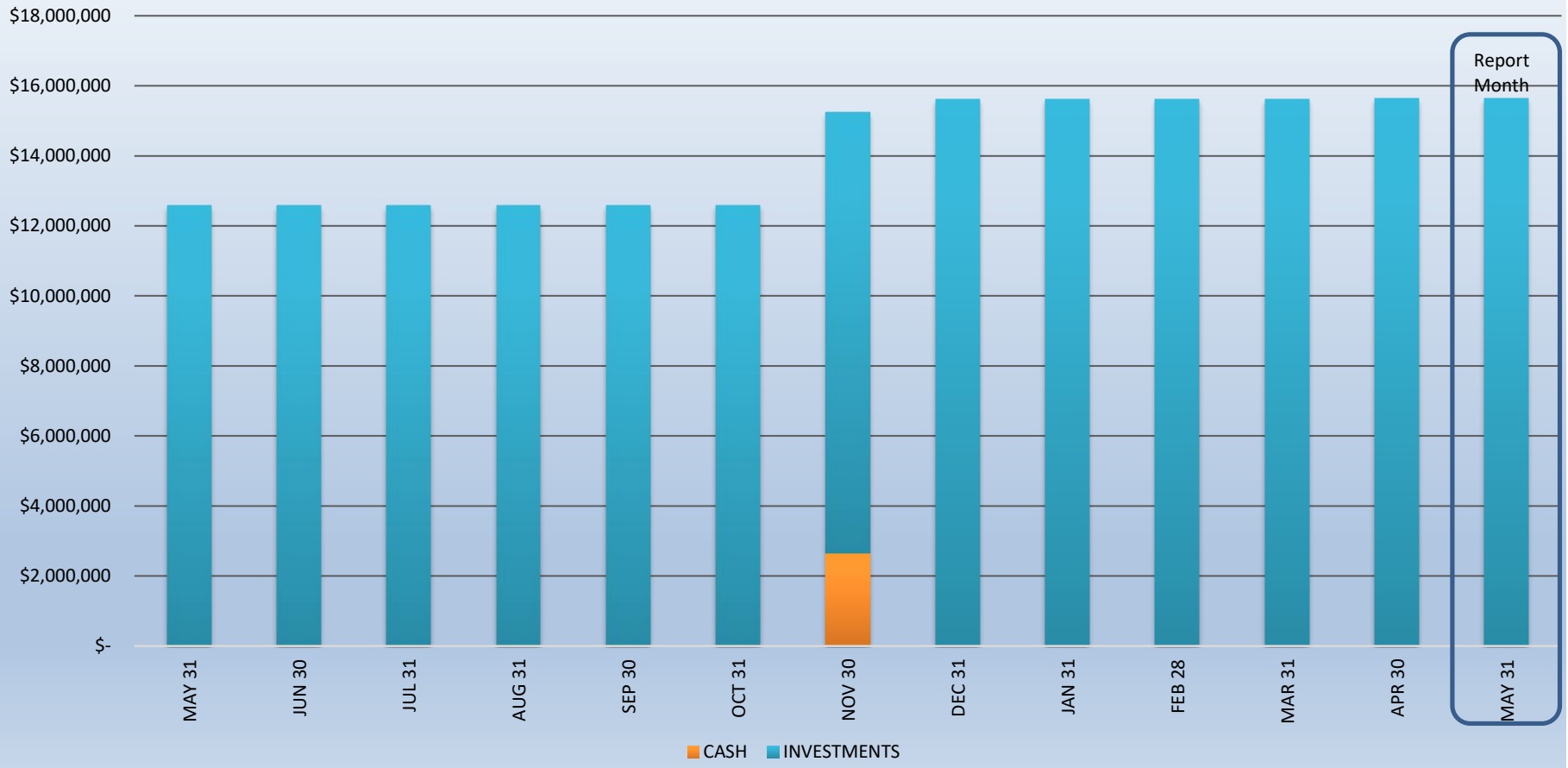
**CASH & INVESTMENTS - SEMI-MONTHLY
2022 - GENERAL FUND
- 13 MONTHS MOVING -**



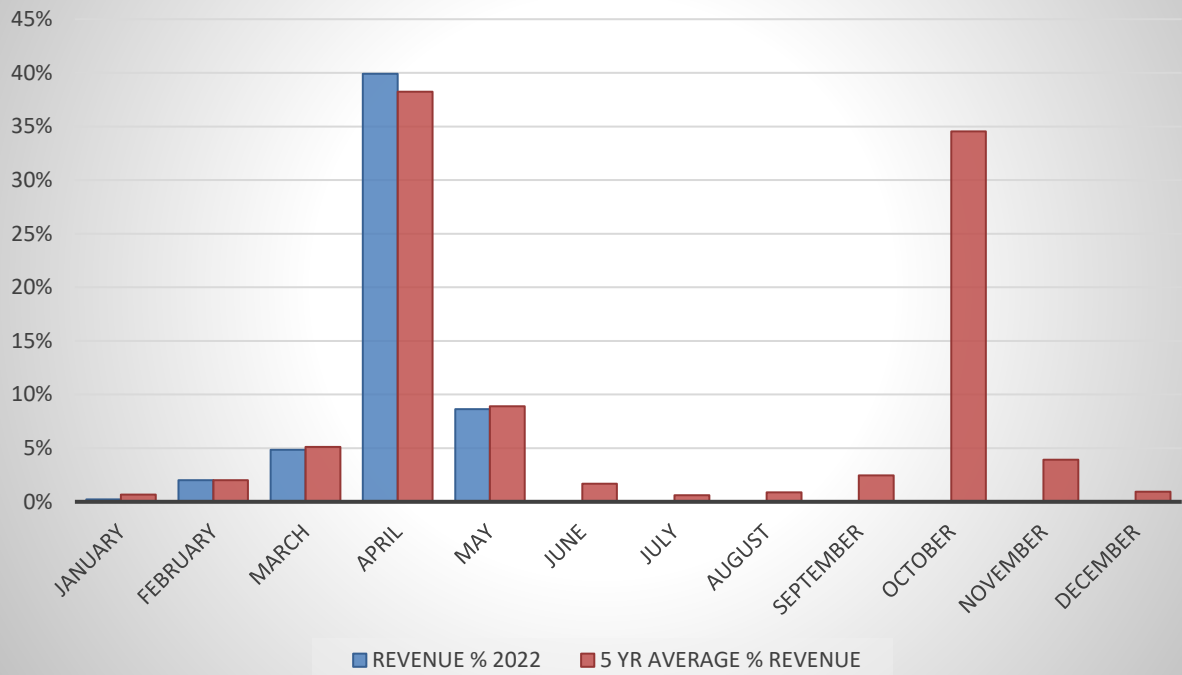
**CASH & INVESTMENTS - MONTHLY
2022 - CAPITAL IMPROVEMENT FUND
- 13 MONTHS MOVING -**



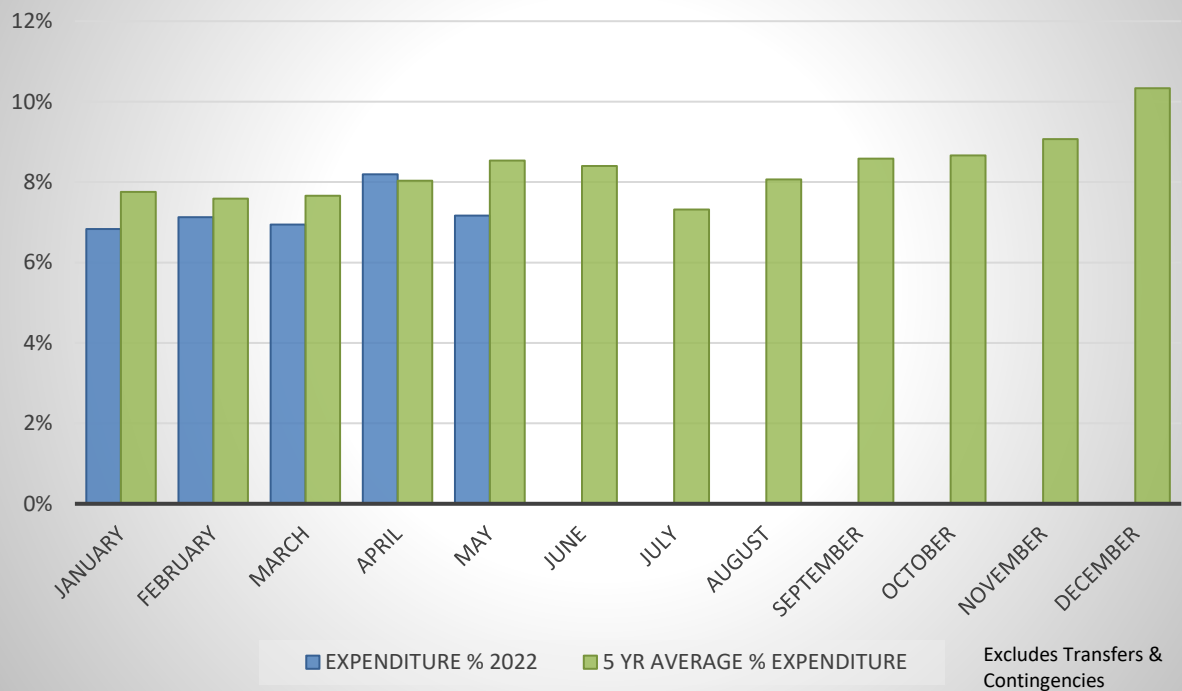
CASH & INVESTMENTS - MONTHLY 2022 - SPECIAL REVENUE FUNDS COMBINED - 13 MONTHS MOVING -



GENERAL FUND - REVENUE TREND (%) THROUGH MAY 2022



GENERAL FUND - EXPENDITURE TREND (%) THROUGH MAY 2022



Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 5/31/2022

FUND: GENERAL FUND (01)

Object	2022 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAX--CURRENT	40,942,300.00	3,364,386.31	22,989,406.32	0.00	17,952,893.68	56.15
31112 PROPERTY TAX--DELINQUENT	517,900.00	61,028.58	324,158.98	0.00	193,741.02	62.59
31113 PROPERTY TAX--KING COUNTY	60,000.00	31,117.42	50,790.93	0.00	9,209.07	84.65
31130 SALE OF TAX TITLE PROPERTY	6,000.00	0.00	2,671.62	0.00	3,328.38	44.53
31720 LEASEHOLD EXCISE TAX	20,000.00	3,556.59	17,276.83	0.00	2,723.17	86.38
31740 TIMBER EXCISE TAX	63,000.00	35,313.66	35,313.66	0.00	27,686.34	56.05
TAXES:	41,609,200.00	3,495,402.56	23,419,618.34	0.00	18,189,581.66	56.28
33533 ST FOREST FUNDS/DNR TIMB TRST	15,000.00	1,425.80	3,096.73	0.00	11,903.27	20.64
34161 GRAPHICS SERVICES CHARGES	7,500.00	0.00	3,743.10	0.00	3,756.90	49.91
34162 PRINTER FEES	10,000.00	1,098.13	3,057.81	0.00	6,942.19	30.58
34730 LIBRARY SERVICES FEES--ILL	0.00	0.00	92.55	0.00	(92.55)	0.00
35970 LIBRARY FINES	10,000.00	1,165.17	8,837.09	0.00	1,162.91	88.37
36110 INVESTMENT EARNINGS	20,000.00	6,711.48	9,137.84	0.00	10,862.16	45.69
36140 INTEREST INCOME--CONTRACTS & N	0.00	2.13	6.41	0.00	(6.41)	0.00
36200 RENTS AND LEASES--KPHC	1,000.00	0.00	0.00	0.00	1,000.00	0.00
36700 DONOR PROCEEDS--FOUNDATION	300,000.00	0.00	0.00	0.00	300,000.00	0.00
36725 DONATIONS--OTHER	0.00	9.00	277.00	0.00	(277.00)	0.00
36790 OPPORTUNITY DONATIONS	160,000.00	0.00	0.00	0.00	160,000.00	0.00
36910 SALE OF SURPLUS--GENERAL	2,000.00	4,825.00	15,913.35	0.00	(13,913.35)	795.67
36915 SALE OF SURPLUS--MATERIALS	4,000.00	4,987.07	26,070.28	0.00	(22,070.28)	651.76
36920 FOUND MONEY	0.00	9.63	95.57	0.00	(95.57)	0.00
36990 MISCELLANEOUS OTHER	0.00	0.00	632.65	0.00	(632.65)	0.00
36991 PAYMENT FOR LOST MATERIALS	10,000.00	0.00	464.96	0.00	9,535.04	4.65
36996 JURY DUTY REIMBURSEMENT	0.00	20.00	60.00	0.00	(60.00)	0.00
36998 ERATE REIMBURSEMENT	530,000.00	151,623.05	232,451.15	0.00	297,548.85	43.86
36999 PROCUREMENT CARD REBATES	75,000.00	23,386.32	55,375.96	0.00	19,624.04	73.83
CHARGES OTHER:	1,144,500.00	195,262.78	359,312.45	0.00	785,187.55	31.39
39510 PROCEEDS FROM SALES OF CAPITAL	0.00	4,560.63	7,135.13	0.00	(7,135.13)	0.00
53450 MAGAZINES	0.00	0.00	333.05	0.00	(333.05)	0.00
NEED A CATEGORY	0.00	0.00	333.05	0.00	(333.05)	0.00
TOTAL FOR REVENUE ACCOUNTS	42,753,700.00	3,695,225.97	23,786,398.97	0.00	18,967,301.03	55.64
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	22,119,900.00	1,651,537.43	8,450,181.11	0.00	13,669,718.89	38.20
51105 ADDITIONAL HOURS	52,000.00	0.00	0.00	0.00	52,000.00	0.00
51106 SHIFT DIFFERENTIAL	199,100.00	14,135.36	62,061.81	0.00	137,038.19	31.17
51107 SUBSTITUTE HOURS	12,000.00	1,564.51	2,953.20	0.00	9,046.80	24.61
51109 TUITION ASSISTANCE	12,000.00	0.00	1,760.10	0.00	10,239.90	14.67
51200 OVERTIME WAGES	19,100.00	9.90	13.89	0.00	19,086.11	0.07
51999 ADJ WAGE/SALARY TO MATCH PLAN	(781,900.00)	0.00	0.00	0.00	(781,900.00)	0.00
52001 INDUSTRIAL INSURANCE	204,800.00	9,399.10	46,707.12	0.00	158,092.88	22.81
52002 MEDICAL INSURANCE	2,929,100.00	200,797.97	1,145,099.40	0.00	1,784,000.60	39.09
52003 FICA	1,708,300.00	122,577.65	630,866.62	0.00	1,077,433.38	36.93
52004 RETIREMENT	2,302,000.00	162,752.94	843,855.79	0.00	1,458,144.21	36.66
52005 DENTAL INSURANCE	252,400.00	17,973.74	93,658.37	0.00	158,741.63	37.11
52006 OTHER BENEFIT	30,800.00	1,543.60	18,283.40	0.00	12,516.60	59.36

FUND: GENERAL FUND (01)

Object	2022 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
52010 LIFE AND DISABILITY INSURANCE	93,600.00	7,033.32	36,000.77	0.00	57,599.23	38.46
52020 UNEMPLOYMENT/ PAID FML INSURANCE	30,000.00	0.00	3,830.16	0.00	26,169.84	12.77
52021 PAID FML INSURANCE	0.00	2,658.69	13,582.71	0.00	(13,582.71)	0.00
52999 ADJ BENEFITS TO MATCH PLAN	(263,800.00)	0.00	0.00	0.00	(263,800.00)	0.00
PERSONNEL	28,919,400.00	2,191,984.21	11,348,854.45	0.00	17,570,545.55	39.24
53100 OFFICE/OPERATING SUPPLIES--DEP	82,000.00	13,356.48	44,262.05	0.00	37,737.95	53.98
53102 OFFICE/OPERATING SUPPLIES--SUP	90,500.00	791.51	1,546.76	0.00	88,953.24	1.71
53104 OFFICE/OPERATING SUPPLIES--PUB	262,000.00	4,416.14	23,561.48	0.00	238,438.52	8.99
53110 CUSTODIAL SUPPLIES	85,000.00	7,719.48	55,876.35	0.00	29,123.65	65.74
53120 MAINTENANCE SUPPLIES	35,000.00	1,627.46	12,725.49	0.00	22,274.51	36.36
53130 MATERIAL PROCESSING SUP	17,100.00	759.47	4,272.78	0.00	12,827.22	24.99
53140 TRAINING SUPPLIES	0.00	66.04	1,041.73	0.00	(1,041.73)	0.00
53199 FOUNDATION PASSTHROUGH-SUP	0.00	1,356.96	1,356.96	0.00	(1,356.96)	0.00
53200 FUEL	50,000.00	3,765.84	16,513.60	0.00	33,486.40	33.03
53400 MATERIALS COLLECTION	60,000.00	0.00	0.00	0.00	60,000.00	0.00
53401 ADULT AV - CDS	40,000.00	1,480.05	9,132.86	0.00	30,867.14	22.83
53402 ADULT AV - DVD	320,000.00	16,072.66	96,406.01	0.00	223,593.99	30.13
53403 PERIODICALS {{OLD}}	0.00	0.00	(40.61)	0.00	40.61	0.00
53404 ADULT AV AUDIOBOOKS	25,000.00	820.19	4,915.35	0.00	20,084.65	19.66
53405 ADULT BOOK CLUB KITS	3,500.00	0.00	212.28	0.00	3,287.72	6.07
53406 ADULT FICTION	240,000.00	14,159.12	80,809.45	0.00	159,190.55	33.67
53408 ADULT LARGE PRINT	50,000.00	3,848.48	11,565.41	0.00	38,434.59	23.13
53409 ADULT LUCKY DAY	50,000.00	4,639.63	16,185.33	0.00	33,814.67	32.37
53410 ADULT NONFICTION	300,000.00	21,475.27	80,526.00	0.00	219,474.00	26.84
53411 ADULT PAPERBACKS	20,000.00	114.35	1,426.87	0.00	18,573.13	7.13
53413 ADULT REFERENCE	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53414 ADULT YA FICTION	60,000.00	3,831.38	12,845.86	0.00	47,154.14	21.41
53415 ADULT YA GRAPHIC NOVELS	25,000.00	851.61	10,605.61	0.00	14,394.39	42.42
53416 ADULT YA NONFICTION	10,000.00	1,967.41	3,932.48	0.00	6,067.52	39.32
53417 ADULT AV - DVDNF	40,000.00	1,684.56	9,853.27	0.00	30,146.73	24.63
53418 ADULT GRAPHIC NOVELS	15,000.00	1,069.73	5,695.74	0.00	9,304.26	37.97
53421 CHILDREN'S STANDING ORDERS	25,000.00	715.92	10,491.68	0.00	14,508.32	41.97
53422 CHILDREN'S BOOK CLUB KITS	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53423 CHILDREN'S COMIC BOOKS	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53424 CHILDREN'S EARLY LEARNING	5,000.00	403.70	2,470.17	0.00	2,529.83	49.40
53425 CHILDREN'S FICTION	175,000.00	9,816.67	67,453.29	0.00	107,546.71	38.54
53426 CHILDREN'S GRAPHIC NOVELS	25,000.00	1,841.88	16,319.23	0.00	8,680.77	65.28
53427 CHILDREN'S NONFICTION	135,000.00	14,687.76	36,264.83	0.00	98,735.17	26.86
53428 CHILDREN'S SCIENCE TO GO	4,000.00	0.00	0.00	0.00	4,000.00	0.00
53429 CHILDREN'S STORYTIME	2,500.00	101.79	625.80	0.00	1,874.20	25.03
53430 DATABASES	465,000.00	0.00	143,418.24	0.00	321,581.76	30.84
53440 EBOOK - REFERENCE	2,500.00	0.00	0.00	0.00	2,500.00	0.00
53441 EBOOKS	800,000.00	99,704.60	301,294.65	0.00	498,705.35	37.66
53442 EDOWNLOADABLE AUDIO	700,000.00	73,923.03	192,632.57	0.00	507,367.43	27.52
53443 ESTREAMING BOOKS	10,000.00	0.00	0.00	0.00	10,000.00	0.00
53444 EHOSTING FEES	15,000.00	0.00	12,000.00	0.00	3,000.00	80.00
53445 EMAGAZINES	50,000.00	0.00	45,000.00	0.00	5,000.00	90.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 5/31/2022

FUND: GENERAL FUND (01)

Object	2022 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
53446 ONLINE BOOK CLUBS	7,500.00	0.00	10,547.22	0.00	(3,047.22)	140.63
53447 EVIDEO	150,000.00	0.00	0.00	0.00	150,000.00	0.00
53450 MAGAZINES	60,000.00	(48.14)	78,618.01	0.00	(18,618.01)	131.03
53460 VENDOR PROCESSING	160,000.00	5,246.57	30,067.70	0.00	129,932.30	18.79
53464 VENDOR PROCESSING SERVICES	10,000.00	0.00	3,661.00	0.00	6,339.00	36.61
53467 OCLC BIBLIOGRAPHIC SERVICES	35,000.00	0.00	0.00	0.00	35,000.00	0.00
53468 OCLC RESOURCE SHARING SERVICES	20,000.00	0.00	0.00	0.00	20,000.00	0.00
53470 WORLD - ADULT SPANISH	15,000.00	25.55	1,529.65	0.00	13,470.35	10.20
53471 WORLD - CHILDREN'S SPANISH	7,500.00	355.71	3,774.66	0.00	3,725.34	50.33
53472 WORLD - CHINESE	10,000.00	0.00	0.00	0.00	10,000.00	0.00
53473 WORLD - DVD	7,500.00	0.00	0.00	0.00	7,500.00	0.00
53474 WORLD - GERMAN	7,500.00	0.00	0.00	0.00	7,500.00	0.00
53475 WORLD - JAPANESE	5,000.00	0.00	594.00	0.00	4,406.00	11.88
53476 WORLD - KOREAN	20,000.00	0.00	0.00	0.00	20,000.00	0.00
53477 WORLD - TAGALOG	15,000.00	0.00	0.00	0.00	15,000.00	0.00
53478 WORLD - VIETNAMESE	7,500.00	0.00	0.00	0.00	7,500.00	0.00
53479 WORLD - RUSSIAN	20,000.00	0.00	3,597.00	0.00	16,403.00	17.99
53480 WORLD - SAMOAN	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53481 YOUTH CHILDREN'S AUDIO BOOKS	25,000.00	513.82	3,416.75	0.00	21,583.25	13.67
53482 YOUTH DVD - FTY	30,000.00	1,139.72	6,071.26	0.00	23,928.74	20.24
53483 YOUTH YA AUDIO BOOKS	2,500.00	0.00	0.00	0.00	2,500.00	0.00
53500 MINOR EQUIPMENT	29,000.00	255.08	3,195.69	0.00	25,804.31	11.02
53502 TECHNOLOGY HARDWARE--PUBLIC	200,000.00	42.73	237,492.12	0.00	(37,492.12)	118.75
53503 TECHNOLOGY HARDWARE--STAFF	202,500.00	8,116.43	175,347.90	0.00	27,152.10	86.59
53504 TECHNOLOGY HARDWARE--GENERAL	40,000.00	0.00	0.00	0.00	40,000.00	0.00
53505 SOFTWARE/LICENSES/HOST--APPS	518,500.00	231,655.51	324,619.45	0.00	193,880.55	62.61
53506 SOFTWARE/LICENSES/HOST--INFRA	393,000.00	2,037.38	136,068.21	0.00	256,931.79	34.62
53510 FURNISHINGS--PUBLIC	50,000.00	0.00	1,137.51	0.00	48,862.49	2.28
53515 FURNISHINGS--STAFF	64,500.00	11,422.85	38,724.35	0.00	25,775.65	60.04
54100 INDEPENDENT CONTRACTORS	280,000.00	14,096.87	58,111.20	0.00	221,888.80	20.75
54110 PERFORMER SERVICES	38,000.00	2,525.00	3,925.00	0.00	34,075.00	10.33
54120 CONTRACTUAL SERVICES	457,000.00	40,461.09	187,940.80	0.00	269,059.20	41.12
54140 DATA SERVICES	4,500.00	2,084.68	4,069.56	0.00	430.44	90.43
54150 LEGAL SERVICES	40,000.00	5,569.50	58,114.00	0.00	(18,114.00)	145.29
54162 BIBLIOGRAPHIC & RELATED SERVIC	0.00	1,506.72	1,506.72	0.00	(1,506.72)	0.00
54163 PRINTING AND BINDING	26,000.00	1,863.90	2,267.45	0.00	23,732.55	8.72
54165 ILL LOST ITEM CHARGE	1,500.00	426.18	1,651.63	0.00	(151.63)	110.11
54200 POSTAGE	61,500.00	20.55	35,055.37	0.00	26,444.63	57.00
54201 SHIPPING	20,000.00	94.60	1,361.25	0.00	18,638.75	6.81
54210 TELECOM SERVICES--PHONES	50,000.00	7,823.93	38,173.71	0.00	11,826.29	76.35
54211 TELECOM SERVICES--CELLPHONES	100,000.00	6,430.59	32,252.59	0.00	67,747.41	32.25
54212 TELECOM SERVICES--INTERNET	667,000.00	13,770.00	278,116.91	0.00	388,883.09	41.70
54300 TRAVEL AND TOLLS	41,500.00	10,101.11	17,895.99	0.00	23,604.01	43.12
54301 MILEAGE REIMBURSEMENTS	51,000.00	3,272.07	9,831.41	0.00	41,168.59	19.28
54400 ADVERTISING	135,000.00	11,337.80	36,052.76	0.00	98,947.24	26.71
54501 RENTALS/LEASES--BUILDINGS	493,500.00	39,835.86	298,463.20	0.00	195,036.80	60.48
54502 RENTALS/LEASES--EQUIPMENT	189,600.00	16,513.54	90,832.06	0.00	98,767.94	47.91
54600 INSURANCE	300,000.00	0.00	(9,054.00)	0.00	309,054.00	(3.02)

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 5/31/2022

FUND: GENERAL FUND (01)

Object	2022 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54700 ELECTRICITY	265,000.00	21,769.35	131,493.70	0.00	133,506.30	49.62
54701 NATURAL GAS	12,000.00	1,372.04	10,116.98	0.00	1,883.02	84.31
54702 WATER	30,000.00	2,864.06	10,527.73	0.00	19,472.27	35.09
54703 SEWER	34,000.00	3,885.71	16,909.82	0.00	17,090.18	49.73
54704 REFUSE	36,000.00	3,984.97	19,625.50	0.00	16,374.50	54.52
54800 GENERAL REPAIRS/MAINTENANCE	251,500.00	42,395.47	214,737.14	0.00	36,762.86	85.38
54801 CONTRACTED MAINTENANCE	503,000.00	12,949.65	55,844.82	0.00	447,155.18	11.10
54805 VEHICLE REPAIR AND MAINTENANCE	65,000.00	4,126.60	8,440.25	0.00	56,559.75	12.99
54810 IT SYSTEMS MAINTENANCE--APPS	8,000.00	0.00	150.00	0.00	7,850.00	1.88
54811 IT SYSTEMS MAINTENANCE--INFRA	80,000.00	0.00	0.00	0.00	80,000.00	0.00
54900 INDIVIDUAL REGISTRATIONS	87,000.00	18,502.96	36,105.79	0.00	50,894.21	41.50
54901 ORGANIZATIONAL REGISTRATIONS	1,500.00	0.00	60.00	0.00	1,440.00	4.00
54902 DUES AND MEMBERSHIPS	44,000.00	1,440.00	34,983.69	0.00	9,016.31	79.51
54904 LICENSES	6,500.00	0.00	168.40	0.00	6,331.60	2.59
54905 FEES	42,000.00	815.48	6,645.56	0.00	35,354.44	15.82
54906 TAXES AND ASSESSMENTS	44,000.00	0.00	46,355.15	0.00	(2,355.15)	105.35
54911 FOUNDATION IMPACT PROJECTS	93,500.00	11,567.91	23,858.45	0.00	69,641.55	25.52
54912 CONTINGENCY	575,400.00	0.00	0.00	0.00	575,400.00	0.00
59712 TRANSFERS OUT--FUTURE LAND, PR	1,173,200.00	0.00	0.00	0.00	1,173,200.00	0.00
59730 TRANSFERS OUT--CAPITAL PROJECT	1,100,000.00	0.00	0.00	0.00	1,100,000.00	0.00
ALL OTHER EXPENSES	13,834,300.00	871,240.57	4,154,252.64	0.00	9,680,047.36	30.03
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	42,753,700.00	3,063,224.78	15,503,107.09	0.00	27,250,592.91	36.26
NET SURPLUS / DEFICIT	0.00	632,001.19	8,283,291.88	0.00	(8,283,291.88)	0.00

FUND: SPECIAL PURPOSE FUND (15)

Object	2022 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
CHARGES OTHER:	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	0.00	0.00	0.00	0.00	0.00
EXPENSE ACCOUNTS						
ALL OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	0.00	0.00	0.00	0.00	0.00	0.00
NET SURPLUS / DEFICIT	0.00	0.00	0.00	0.00	0.00	0.00

FUND: LEVY SUSTAINABILITY FUND (16)

Object	2022 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT EARNINGS	0.00	6,699.89	14,249.92	0.00	(14,249.92)	0.00
CHARGES OTHER:	0.00	6,699.89	14,249.92	0.00	(14,249.92)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	6,699.89	14,249.92	0.00	(14,249.92)	0.00
NET SURPLUS / DEFICIT	0.00	6,699.89	14,249.92	0.00	(14,249.92)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 5/31/2022

FUND: ELECTION FUND (17)

Object	2022 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT EARNINGS	0.00	673.46	1,426.96	0.00	(1,426.96)	0.00
CHARGES OTHER:	0.00	673.46	1,426.96	0.00	(1,426.96)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	673.46	1,426.96	0.00	(1,426.96)	0.00
NET SURPLUS / DEFICIT	0.00	673.46	1,426.96	0.00	(1,426.96)	0.00

FUND: PROPERTY AND FACILITY FUND (18)

Object	2022 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT EARNINGS	0.00	2,029.64	4,300.48	0.00	(4,300.48)	0.00
CHARGES OTHER:	0.00	2,029.64	4,300.48	0.00	(4,300.48)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	2,029.64	4,300.48	0.00	(4,300.48)	0.00
NET SURPLUS / DEFICIT	0.00	2,029.64	4,300.48	0.00	(4,300.48)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 5/31/2022

FUND: DEBT SERVICE FUND (20)

Object	2022 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
36110 INVESTMENT EARNINGS	0.00	50.12	108.06	0.00	(108.06)	0.00
CHARGES OTHER:	0.00	50.12	108.06	0.00	(108.06)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	50.12	108.06	0.00	(108.06)	0.00
NET SURPLUS / DEFICIT	0.00	50.12	108.06	0.00	(108.06)	0.00

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2022 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	2,590,000.00	0.00	0.00	0.00	2,590,000.00	0.00
36110 INVESTMENT EARNINGS	0.00	3,022.19	6,580.43	0.00	(6,580.43)	0.00
CHARGES OTHER:	2,590,000.00	3,022.19	6,580.43	0.00	2,583,419.57	0.25
39700 TRANSFERS IN	1,100,000.00	0.00	0.00	0.00	1,100,000.00	0.00
TOTAL FOR REVENUE ACCOUNTS	3,690,000.00	3,022.19	6,580.43	0.00	3,683,419.57	0.18
EXPENSE ACCOUNTS						
53510 FURNISHINGS--PUBLIC	50,000.00	0.00	0.00	0.00	50,000.00	0.00
53515 FURNISHINGS--STAFF	100,000.00	0.00	(307.05)	0.00	100,307.05	(0.31)
54100 INDEPENDENT CONTRACTORS	250,000.00	1,751.46	10,326.06	0.00	239,673.94	4.13
54120 CONTRACTUAL SERVICES	675,000.00	28,211.75	92,644.99	0.00	582,355.01	13.73
54150 LEGAL SERVICES	0.00	0.00	21,636.00	0.00	(21,636.00)	0.00
54160 ARCHITECTURAL/ENGR SERVICES	0.00	4,719.70	25,859.90	0.00	(25,859.90)	0.00
54800 GENERAL REPAIRS/MAINTENANCE	0.00	0.00	1,021.52	0.00	(1,021.52)	0.00
54912 CONTINGENCY	250,000.00	0.00	0.00	0.00	250,000.00	0.00
56201 BUILDING IMPROVEMENTS/REFRESHE	400,000.00	0.00	0.00	0.00	400,000.00	0.00
56220 ELECTRICAL	75,000.00	0.00	0.00	0.00	75,000.00	0.00
56270 DOORS	75,000.00	0.00	0.00	0.00	75,000.00	0.00
56310 PARKING LOT REPAIR & IMPROVEMENT	100,000.00	0.00	0.00	0.00	100,000.00	0.00
56400 MACHINERY & MAJOR EQUIPMENT	1,050,000.00	61,601.05	61,601.05	0.00	988,398.95	5.87
56410 VEHICLES	300,000.00	(535.19)	(535.19)	0.00	300,535.19	(0.18)
56420 HVAC AND MECHANICALS	120,000.00	0.00	121,000.00	0.00	(1,000.00)	100.83
56430 TECHNOLOGY EQUIPMENT	245,000.00	72,614.90	124,278.97	0.00	120,721.03	50.73
TOTAL FOR EXPENSE ACCOUNTS	3,690,000.00	168,363.67	457,526.25	0.00	3,232,473.75	12.40
NET SURPLUS / DEFICIT	0.00	(165,341.48)	(450,945.82)	0.00	450,945.82	0.00

MEMO



Date: June 30, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Public Services Deputy Director Connie Behe
Customer Experience Directors Kayce Hall and Alison Eckes

Subject: Public Services Report – June

Customer Experiences

A young library customer at Graham took the time to color a wonderful picture for Customer Experience Clerk Cheryl Larson-Popek. He came up to the Help Desk and asked if he could give his picture to the "nice lady with the books". Cheryl came out from the back room and the young customer proudly handed her his drawing. It was a great moment that showed the connection between customers and staff at the branch.

Parkland/Spanaway staff signed up a young customer with a new card and lanyard. The customer's grandmother came in to let staff know how much her granddaughter loved her new card. She was very proud of it and even wore it to school. The grandmother said it made a world of difference to her granddaughter, gave her a new confidence about books and an eagerness to read and use the library.

A customer at the Sumner Library has been using the library computers almost daily for several weeks to type up a children's book he had written. Last week he proudly told staff he had been in conversation with a publisher and he intends to thank all Sumner staff individually by name in the published book.

Serving ALICE Households (Asset Limited, Income Constrained, Employed)

Sumner Librarian Brian Gaw held drop-in tech help sessions at the Sumner Senior Center and the Sumner Food Bank. The branch also volunteered to host a free mobile dental clinic in the parking lot in early July.

Initiatives Highlights

Staff across the county started attending school events and community meetings to promote the upcoming Summer Reading Program:

- Graham Youth Librarian Lisa Cipolla and Student Success Coordinator Summer Disney attended a LAP (Learning Assistance Program) Reading event at Nelson Elementary and spoke to approximately 50 students. They issued a few library cards, checked out books and movies, told a story, and talked about Summer Reading.
- South Hill Adult Librarian Laura Farrow attended a May Puyallup-South Hill Rotary meeting. Rotarians discussed fundraisers, and other events including Hounds on the Hill. Laura shared upcoming programs including Summer Reading and outdoor events.

Operational Highlights

At University Place IT and Facilities completed work to help make the library more accessible to customers in wheelchairs. The public print release station was moved along with an ADA compliant desk to allow wheelchair users to access the print release equipment. In addition, ExpressCheck desks were swapped to provide easier access to customers.

Road construction continues on 224th in front of the Graham library. While the construction affects library business when crews are working at the entrance or when traffic is impacted, staff have had pleasant conversations with flaggers and utilities workers when asking them to move their vehicles and have helped construction workers use the copier for personal business during their lunch hour.

Community Engagement Highlights

South Hill's Adult Services Librarian Sharon Seabrook attended in person and virtual meetings of the Tacoma Pierce County Chamber of Commerce's Small Business Roundtable and provided support for their members who are exploring issues of hiring and marketing in a complicated environment.

University Place Youth Librarian Alex Byrne and Student Success Coordinator Summer Disney visited Chambers Primary School for STEAM Night, demonstrating some fun with Playdoh piano playing and showcasing the Science-to-Go Backpacks connecting with children and their caregivers.

Graham Senior Librarian Corrine Weatherly attended the Graham Business Association meeting and shared stories of VPOA at the Graham Library. They were happy to hear about the young man we assisted with registering to vote for his first time and how community members were sending people to the library for a variety of voting assistance. She also shared details of our Welcome Back to the Library focus and our upcoming Summer Reading program.

Unfinished Business

MEMO



Date: June 30, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Connie Behe, Deputy Director of Public Services and Melinda Chesbro, Deputy Director of Operations

Subject: Lakewood Interim Service Plan and Temporary Branch Development

The Library's responsibility to provide safe and equitable services to the Lakewood community is at the forefront of all decisions involving the Lakewood building and service design. This report provides an update about the process to relocate staff, remove and store library assets, engage with the community, deliver summer programs, and to plan for robust outreach programs with partners starting in the fall.

- **Lakewood Library Building and Staffing**

The building closed to public service on June 4th and most staff were relocated to fill open positions at other PCLS locations. A core group of staff remain in Lakewood to support the move out efforts, to deliver summer programs, and to design and implement community outreach programs for the fall. There were no layoffs as a result of the building closure.

- **Interim Services**

Summer Reading Programs and Outreach are underway in Lakewood. The Lakewood Interim Services team members are in the process of contacting community businesses and organizations for potential pop-up library sites and will be providing status updates at their next meeting on July 1. After that, they will be able to start to set targets.

- **Lakewood Library Community Advisory Committee**

The Committee held their first meeting on Thursday, June 30. There was a good discussion about the materials they received that summarized the lifespan of the building and the timeline of PCLS ownership and high level info about repairs and demographics. The committee asked for detailed information about the more recent roof assessments that led to the decision to close the facility in June. They expressed their need have transparent information at their disposal in order to do their due diligence and to make an ethical recommendation to the Library Board.

Cliff Jo, PCLS Finance and Business Director, is reaching out to BERK with the information requested.

- **Leasing** – We are working with our broker to identify available space. We'll provide details in the Executive Session.
- **Public Communications and Listening**

Mary Getchell, PCLS Communications Director is leading the development of the public communications plan in support of the Lakewood Library branch and community. In June the Lakewood Library Advisory Committee was formed and launched with its first open public meeting. A public engagement plan has been drafted with BERK Consulting and all committee materials posted on [our website](#) for transparency. Following the established communications plan, outreach efforts continue with community leaders and stakeholders. Other external communication included media alerts, information sheets for the library and community partner distribution were designed, signs created for the building, and the website updated. Internal communications included newsletter updates and talking points distributed to staff. An FAQ has been created with the City of Lakewood to clarify roles and responsibilities.

MEMO



Date: July 1, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Clifford Jo, Finance & Business Director

Subject: Buckley Library Site Evaluation Update

EHS-I has filed the remediation investigation and feasibility study (RI/FS) report with Department of Ecology. There will be several iterations before it is accepted. Once approved, we will be in the clear to select contractors, engineers, and schedule construction on the site. We remain on target with remediation to occur in July and August next year.

In the meantime, EHS-I is working on grants. And since 2017, I've been in contact with an insurance archeologist who conducts deep research into insurance policies going back many decades. In order to proceed, we need to sign a sole-source arrangement with Restorical Research, LLC. There are no up-front or hourly fees, but their commission is 10% of any insurance claims that end up as successfully paid. For example, should those policies cover \$750,000 of the work that costs \$1,000,000, then PCLS would pay Restorical Research \$75,000. Board approval is required, as follows:

Action: Move to approve a sole-source agreement for Restorical Research, LLC to perform environmental cost recovery or contribution services, and insurance research.

UPDATED PROGRESS CHART (BASED ON DEPT. OF ECOLOGY)

Progress	Phase	Task
✓	Pre-Remedial	Site Discovery
✓		Initial Investigation
✓		Reporting
✓		Site Hazard Assessment
✓		i. Nature of issue
✓		ii. Extent of issue
✓		iii. Offsite testing and evaluation
		Hazard Ranking
✓		Listing on Hazardous Sites List
11/21-9/22		Active Cleanup
	Health Plan	
	Cleanup Action Plan	
7/23-8/23	Post-Cleanup	Remediation Work
		Monitoring

New Business

MEMO



Date: July 1, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director

Subject: Public Comments to the Board of Trustees

I am recommending that PCLS make some adjustments to the channels and procedures for the Board of Trustees to receive public comments. The timing is appropriate given the [changes to Open Public Meeting Act requirements](#) that recently went into effect. It is good practice for a governing board to hear directly from the constituents they represent and for those communications to be hosted through official government channels.

Public Comment Policy

- The policy needs to be updated to reflect the changes in state law for hybrid meetings and requires government agencies to allow public comment in board meetings. Staff are working on updates to this policy and will present them for discussion at the July board meeting. Action can be taken if Trustees have a consensus. Otherwise, I recommend action taken on the policy at the August meeting.
- In practice, PCLS should provide the option to allow for both in person and virtual comment in meetings. IT is currently working on procuring and installing the necessary tools for this to happen.
- With full agendas and much business to attend to, I recommend limiting oral comments to no more than 20 minutes of the meeting and limiting the time allocated to addressing the Board to three minutes per person. This is a common practice in local government meetings.

Trustee Emails

I recommend that PCLS create unique email addresses/accounts for the Trustees. PCLS can have a group email that automatically directs comments received from the public to those emails as a group. Emails hosted by PCLS will be recorded and retained under the Public Records Act and protect Trustees' personal email accounts from public disclosure. These emails would need to be used for all official communication and Trustees would receive technical training and may elect to have an Open Government refresher training to ensure no violations of the Open Meeting Law will occur outside of a public meeting. This will allow Trustees to hear directly from members of the public and ensure those communications are hosted on government platforms in accordance with public record requirements. I will work with our website team to determine the best options for conveniently contacting Trustees through our website.

Board Policy



Public Comment at Board Meetings

Meetings of the Board of Trustees of the Pierce County Library District are open to the public in accordance with RCW 42.30, Open Public Meetings Act, attached. All topics for discussion for a particular meeting must be on the agenda. Certain topics may be discussed in executive session, as outlined in RCW 42.30.110.

Any member of the audience may address the board during a public comment period. Guidelines for those who wish to address the board are as follows:

1. A sign-up register will be available at the entrance to the Board room for persons wishing to address the Board. Persons will be allowed to address the Board in the order in which their names appear on the register. For those persons in the audience who do not wish to address the board, it is not necessary to sign the register.
2. Questions must be directed to the Chair of the Board.
3. An individual addressing the Board, upon being recognized by the Chair, will state whether he or she is a resident of the Library District.
4. There will be a three-minute time limit per individual, unless otherwise ruled by the Chair.
5. Any person or persons judged by the Board and/or Chair of the Board to be causing undue disruption or who do not follow the guidelines established by the Board will be asked to leave the premises. Refusal to leave the premises may result in removal by local authorities.

The public comment period normally will be at the beginning of the regular agenda. The comment period will be limited to twenty (20) minutes unless otherwise ruled by the Chair. The Board will not be expected to act upon a request at the meeting at which it is made. Any specific request for Board action must be concise and submitted in writing for inclusion on a subsequent agenda at least ten (10) days prior to the meeting.

Board Policy 1.14

Adopted by the Pierce County Rural Library District Board of Trustees, November 19, 1992.

Public Comment at Board Meetings

Policy Statement

The Pierce County Library Board of Trustees invites and welcomes audience participation during the public comment portion of the Board meeting agenda and provides this opportunity for individuals to address the Board on library matters.

Purpose

To establish standards to ensure a consistent, structured opportunity for persons to address the Board of Trustees on library-related matters or matters over which it has responsibility and authority.

Policy

Meetings of the Board of Trustees of the Pierce County Library District are open to the public in accordance with the Open Public Meetings Act (RCW 42.30).

The public is not normally invited to participate or contribute to discussion of business on the agenda except when invited to speak, make a presentation or in some way provide information to the Board.

Time will be reserved on the meeting agenda for public comment. The public comment period will normally be held at the beginning of the meeting. The total comment period is limited to twenty (20) minutes unless otherwise ruled by the Chair.

Public Comment

Public comments may be made in person or virtually. Individuals wishing to address the Board during the public comment period ~~must~~ may be asked to provide their full name, address and any relevant group affiliation. ~~They are then~~ The time allowed to address the Board is 3 minutes, ~~to address the Board~~ unless otherwise rule by the ~~chair~~ Chair. Each person is allowed to comment only once. The Clerk of the Board will invite individuals to speak first in person, then virtual guests on a first-come first-served basis.

~~Any member of the audience may address the Board during the public comment period after providing their full name and address, and any relevant group affiliation. If the meeting is conducted virtually, Members of~~ the public may submit their ~~requests~~ comments in writing at any time via regular mail or emailed 24 hours prior to the meeting, to one of the following:

USPS

Clerk to the Board of Trustees
3005 112th Street E
Tacoma WA 98446

Email

boardoftrustees@piercecountylibrary.org

Requests for interpreter assistance may also be made to the above addresses.

Requestors have the option of stating their comments or having them read aloud by the Board clerk. Comments will be directed to the Board as a whole, not to individual trustees. Comments will be relevant to library matters, excluding personnel issues.

The Board does not engage in discussion or debate with speakers during the public comment period or business portion of its meetings, [though they may ask clarifying questions](#). All comments are taken under advisement. ~~The Board will not be expected to respond to or act upon a request at the meeting at which it is made.~~ There is no guarantee that suggestions brought forth by the public during public comment session will be addressed by the Board at a future meeting.

Conduct

Respectful and courteous behavior and language is expected of all participants. [The Library Rules of Conduct Policy applies to behavior in Board of Trustee meetings, in both virtual and physical spaces.](#)

In the event that the Board deems the conduct of a speaker to be disruptive or disrespectful, the Chair or Vice Chair may call the session to an end. Any person(s) judged by the Board and/or Chair of the Board to be causing undue disruption, or who does not follow the guidelines established by the Board, will be asked to leave the ~~premises~~[meeting](#). Refusal to leave the ~~premises~~[meeting](#) may result in removal by local authorities [or library administration](#).

Comments in Public Hearings

Comments during public hearings will be made at the appropriate time on the agenda set for that purpose. -Comments are limited to the agenda topic of the public hearing.

Adopted by the Pierce County Rural Library District Board of Trustees, November 19, 1992.

Revised XXXXXXXX

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Public Comment

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Members of the public may submit their comments in writing at any time via regular mail or emailed 24 hours prior to the meeting, to one of the following:

USPS

Clerk to the Board of Trustees
3005 112th Street E
Tacoma WA 98446

Email

boardoftrustees@piercecountylibrary.org

Requests for interpreter assistance may also be made to the above addresses.

Requestors have the option of stating their comments or having them read aloud by the Board clerk.

Comments will be directed to the Board as a whole, not to individual trustees. Comments will be relevant to library matters, excluding personnel issues.

The Board does not engage in discussion or debate with speakers during the public comment period or business portion of its meetings, though they may ask clarifying questions. All comments are taken under advisement. There is no guarantee that suggestions brought forth by the public during public comment session will be addressed by the Board at a future meeting.

Conduct

Respectful and courteous behavior and language is expected of all participants. [The Library Rules of Conduct Policy](#) applies to behavior in Board of Trustee meetings, in both virtual and physical spaces.

In the event that the Board deems the conduct of a speaker to be disruptive or disrespectful, the Chair or Vice Chair may call the session to an end. Any person(s) judged by the Board and/or Chair of the Board to be causing undue disruption, or who does not follow the guidelines established by the Board, will be asked to leave the meeting. Refusal to leave the meeting may result in removal by local authorities or library administration.

Comments in Public Hearings

Comments during public hearings will be made at the appropriate time on the agenda set for that purpose. Comments are limited to the agenda topic of the public hearing.

Adopted by the Pierce County Rural Library District Board of Trustees, November 19, 1992.

Revised XXXXXXXX

MEMO



Date: June 30, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Clifford Jo, Finance & Business Director

Subject: 2023 Budget Calendar

Board Meeting	2023 Budget Activities
July 13	<ul style="list-style-type: none"> Review budget calendar
August 10	<ul style="list-style-type: none"> Review Fiscal Management Policy Review initial property value assessment
September 14	<ul style="list-style-type: none"> Approve changes to Fiscal Management Policy (if any) Review preliminary levy certificate and impact to budget Review budget drivers (CPI-U, etc.) Review Implicit Price Deflator (IPD) and impact to revenue
October 12	<ul style="list-style-type: none"> Review project and work plan proposals and their impacts to the budget
November 9	<p style="text-align: center;"><u>FIRST PUBLIC HEARING OF DRAFT BUDGET</u></p> <ul style="list-style-type: none"> Review first comprehensive draft budget and work plan Review cash-flow and fiscal status of funding cycle Sign levy certificate IPD decision (if necessary) File levy certificate with Pierce and King counties (by November 30)
December 14	<p style="text-align: center;"><u>SECOND PUBLIC HEARING AND FINAL APPROVAL</u></p> <ul style="list-style-type: none"> Review final work plan Approve General Fund budget Approve Capital Improvement Fund budget Approve Election Fund, Property & Facility Fund, and Levy Sustainability Fund budgets Approve inter-fund transfers Approve amount deposited to Sustainability Fund
January 11, 2023	<ul style="list-style-type: none"> Review amended levy certificates (if any) Approve 2022 final year transfers (if any)

MEMO



Date: July 1, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director

Subject: Selection of Library Materials Policy

In April 2022, Trustees received training on the concept of Intellectual Freedom which covered responsibilities under the First Amendment of the United States Constitution protecting citizen's right to express and receive speech/information. In my former position I underwent extensive training and legal consultation on this subject and library policies. While the information is still fresh, it is important that we apply this knowledge to inform our internal practices and review relevant library policies. Internally, the Collection Management Director has updated materials and created new forms for addressing materials challenges which will provide consistency and clarity. Documenting our process will also provide accountability and ensure we can fairly address concerns about library materials and provide responses in a timely manner.

This policy in particular needs to ensure we balance our commitment to EDI work while still staying solidly in the bounds of constitutionally protected free speech; a difficult thing to balance. And this highly visible and fundamentally important policy needs to be written clearly and in a way that the public can understand. The role of the governing board needs to be made clear to the reader as well. Under state law ([RCW 27.12.210](#)), the Board is responsible for the purchase of books for the library and as such, it is appropriate they have the final say in a challenge to a library book.

This policy draft revision included in your packet is a first draft. The proposed revision includes greater specificity of selection criteria, a new section clarifying an appeals process, and some reordering to make it easier to read.

There are no budgetary or service impacts to this policy revision. Legal will be consulted on a final version after Board input has been applied and the final revision draft will come before the Board for a vote at a future meeting. The revision was drafted by myself, our Executive Assistant, the Deputy Director for Public Services, and the Collection Management Director.

The proposed policy change is being presented for discussion only this month. The Board may consider taking action next month after taking time to reflect on the recent training in April and refreshing yourselves on any relevant laws or requirements.

Summary of Research

- Reviewed policies of all nearby library systems; [Sno Isle](#), [King County](#), [Tacoma](#), [Seattle](#), and [Jefferson County](#).
- Reviewed relevant materials from the [State of Washington](#), [Washington State Library](#)

Reviewed professional library resources from the [American Library Association](#)

Board Policy



Selection of Library Materials

Policy Statement

Pierce County Library System selects materials and resources that support the Library's Mission Statement:

To bring the world of information and imagination to all people of the County.

Purpose

The Board of Trustees of Pierce County Library System recognizes that the highest potential of American democracy can only be realized when a full range of ideas is accessible to the people as embodied in the United States Constitution's First Amendment, which protects the free expression of ideas.

The Library's collection, protected by the First Amendment and Article I of the Washington State Constitution, is a marketplace of ideas, contained in varied and divergent materials and formats.

Policy

The Library's collection will be selected and maintained to provide material to enable each individual to acquire or adapt the skills and knowledge necessary to participate in self-government, be productive, elevate the individual's humanity and contribute to the enjoyment of life according to the full exercise of free choice.

In pursuit of this goal, the Library's collection will include as wide a selection as possible. . Subjects will be covered in sufficient depth to meet anticipated and expressed needs. The collection will be impartial and will seek the greatest possible balance by including, as available, diverse and opposing points of view on issues of public interest.

Factors to be considered in adding specific materials to the Library's collection shall include:

- Present collection composition
- Collection development objectives
- Interest
- Demand
- Timeliness
- Audience

ORIGINAL

- Significance of subject
- Diversity of viewpoint
- Effective expression

The Library welcomes public suggestion of items and subjects not included in the Library's collection.

No materials shall be excluded because of the race, nationality, gender, religion, political or social view of the author.

Individual items which in and of themselves may be controversial or offensive to some may appropriately be selected if their inclusion in the collection will contribute to the balance and effectiveness of the Library's collection as a whole.

Forms of expression that are unprotected by the First Amendment will not knowingly be included in the collection. Unprotected materials are those that have been declared obscene by a U.S. Court of Law.

The Board of Trustees recognizes that full information about issues of public concern requires access to information sources which embody, represent, illustrate and challenge these concerns.

The Board believes that library use is an individual, private matter. While individuals are free to select or reject materials for themselves, they cannot restrict the freedom of others to read, view or inquire.

Parents have the primary responsibility to guide and direct the library use of their own minor child. The Library does not serve *in loco parentis* (in the place of parents).

Selection is and shall be vested in the Executive Director of the Pierce County Library System and, at the Director's designation, in such members of the staff who are qualified by reason of education and training.

The Board of Trustees recognizes the right of individuals to question suitability of materials in the Library's collection. The Library will give serious consideration to each customer's opinion.

The Library's collection will be organized and maintained to facilitate access. Any additional labeling, sequestering or alteration of materials because of controversy related to them will not be sanctioned.

Withdrawal of Materials

The Board of Trustees recognizes that withdrawing materials from the collection is as important part of the maintenance of the Library's collection as the initial selection.

Therefore, the withdrawal policy of the Library shall include the same factors as the selection policy.

ORIGINAL

This paragraph is not intended to sanction removal of library materials based upon any controversy surrounding the material.

Board Policy 2.6

Adopted by the Pierce County Rural Library District Board of Trustees on November 11, 1992. Mission Statement revised April 11, 1996 with the adoption of the Long Range Plan. Revised February 13, 2008. Revised, January 8, 2014.

Related Policy

Administrative Policy 92-04, Criteria for Library Materials Selection

Board Policy



Selection of Library Materials

Policy Statement

~~Pierce County Library System selects materials and resources that support the Library's Mission Statement.~~ Pierce County Library System has the responsibility to provide fair and equitable access to information to all people of our community.

Pierce County Library System selects materials and resources that support the Library's Mission Statement:

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Purpose

The Board of Trustees of Pierce County Library System recognizes that the highest potential of American democracy can only be realized when a full range of ideas is accessible to the people as embodied in the United States Constitution's First Amendment, which protects the free expression of ideas.

The Library's physical and digital collections, protected by the First Amendment and Article I of the Washington State Constitution, ~~is~~ are a marketplace of ideas, contained in varied and divergent materials and formats.

Policy

The Library's collection will be selected and maintained to provide material to enable each individual to acquire or adapt the skills and knowledge necessary to participate in ~~self-government~~ self-government, be productive, elevate the individual's humanity and contribute to the enjoyment of life according to the full exercise of free choice. The Board of Trustees recognizes that Full information about issues of public concern requires access to information sources which embody, represent, illustrate and challenge these concerns. Library use is an individual, private matter. While individuals are free to select or reject materials for themselves, they cannot restrict the freedom of others to read, view or inquire. Responsibility for children's and teen's use of library materials rests with their parents or legal guardians.

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education and training. ~~In pursuit of this goal, t~~The Library's collection will include as ~~wide~~ broad a selection as possible. _ =

Subjects will be covered in sufficient depth to meet anticipated and expressed needs. ~~The collection will be impartial and will seek the greatest possible balance by including, as available, diverse and opposing points of view on issues of public interest.~~

The Library will:

- Provide a diverse and inclusive collection that contains content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences
- Provide a collection that anticipates the needs and numbers of potential users
- Consider public demand, both specific and general, as expressed through requests, suggestions, and use to develop the collection
- Consider the availability of the same, or similar, materials in other libraries or agencies
- Consider the need for all subjects covered and viewpoints expressed
- Consider the effect that subjects and viewpoints selected have on developing a balanced collection
- Consider the unique nature of branch locations in developing their collections
- Consider the unique nature of digital materials in developing their collections

Selectors will consider any combination ~~these~~ the following characteristics when selecting:

~~Materials selected need not contain each of the following:~~

- Literary or stylistic quality
- Content created by and representative of marginalized and underrepresented groups
- Reputations, qualifications, and significance of author, producer, or publisher
- Accuracy, currency, timeliness, and validity
- Attention of critics, reviewers, awards and public
- Resources from self-published, independent, small, and local producers
- Physical quality and effectiveness of format and appropriateness of format to subject
- Cost, as measured against competing materials on the same subject
- Resources in formats that meet the needs of users with disabilities
- Availability of discounts and efficiency in vendors used for purchasing
- Suitability for intended audience
- Availability of subscriptions and standing orders for popular materials, reference and nonfiction items published or released annually

~~Factors to be considered in adding specific materials to the Library's collection shall include:~~

- ~~Present collection composition~~
- ~~Collection development objectives~~
- ~~Interest~~
- ~~Demand~~
- ~~Timeliness~~
- ~~Audience~~
- ~~Significance of subject~~

- ~~Diversity of viewpoint~~
- ~~Effective expression~~

The Library welcomes public suggestion of items and subjects not included in the Library's collection. Requests for items to be added to the collection may be made through the Library to an item using a form on the Library's website.

~~No materials shall be excluded because of the race, nationality, gender, religion, political or social view of the author.~~

~~Individual items which in and of themselves may be controversial or offensive to some may appropriately be selected if their inclusion in the collection will contribute to the balance and effectiveness of the Library's collection as a whole.~~

Forms of expression that are unprotected by the First Amendment will not knowingly be included in the collection. ~~Unprotected materials are those that have been declared obscene by a U.S. Court of Law~~ court having jurisdiction over Pierce County, Library System.

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Reconsideration of Materials:

~~The Board of Trustees recognizes the right of individuals to question suitability of materials in the Library's collection. The Library will give serious consideration to each customer's opinion.~~

The Library welcomes expressions of opinion from customers concerning materials selected for the collection. If a customer questions a collection selection decision, they should first address the concern with library staff at the branch. Many of the comments and questions that residents customers have regarding library materials can be answered through conversations with

library staff members. Alternatively, comments or questions about library materials may be submitted to library administration in person, in writing, or online.

A formal process for requesting that an item in the collection be reconsidered is available. Requests for Reconsideration forms will only be accepted by residents of within Pierce County Library System's service area for items owned by the Pierce County Library System. During this process, the material in question will remain accessible to Library customers. This formal materials challenge is initiated when a fully completed and signed copy of the Request for Reconsideration Form is received by the Library. The Collection Management Director, a Collection Management Librarian, and a site supervisor from the branch where the challenge was received will perform an independent review of the item challenged. This review process shall consider the work as a whole, and individual passages will not be treated out of context. The review will shall also consider the literary merit of works recognized as classics, even though classic works may contain words or sentiments which, today, are unacceptable. No materials shall be excluded from the Library's collection solely because of coarse language or implicit or explicit treatment of certain situations, if a reasonably accurate picture of human experience is portrayed, if the work is deemed a significant artistic endeavor, or if the work meets the criteria outlined in this policy. Upon completion of this review, they will deliver a report with recommendations to the Public Services Deputy Director who will deliver a formal written response to the complainant. The customer may appeal that decision to the Executive Director within five (5) days of receipt of this response. The Executive Director will carefully review the challenge, the material, the staff research and reports, Board policies (including this policy), the Washington Library Association Intellectual Freedom Statement and the First Amendment of the Constitution of the United States. A response will be provided in writing within 30 days.

Upon request, the Board of Trustees will hear appeals of the library's- Executive Director's response. Appeals must be presented to the Board in writing and received within 30 days after receiving a response to a challenge. The standard of review exercised by the Board in reviewing any appeal is whether there is clear and convincing evidence that the Executive Director's determination was not based upon substantial evidence or support and that the staff's decision complied with the library's policy and selection criteria. After consultation with legal counsel, the Board will determine whether the staff's decision should be upheld, modified, or overturned. The decision of the Board is final. The Board will provide written notice of its decision to the patron.

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Withdrawal of Materials

~~The Board of Trustees recognizes that w~~Withdrawing materials from the collection is as important part of the maintenance of the Library's collection as the initial selection. Therefore, the withdrawal policy of the Library shall include consider the same factors as the selection policy, as well as condition and space, when withdrawing items.

This paragraph is not intended to sanction removal of library materials based upon any controversy surrounding the material.

Board Policy 2.6

Adopted by the Pierce County Rural Library District Board of Trustees on November 11, 1992. Mission Statement revised April 11, 1996 with the adoption of the Long Range Plan. Revised February 13, 2008. Revised, January 8, 2014.

DRAFT REVISION July 5, 2022

Related Policy

~~Administrative Policy 92-04, Criteria for Library Materials Selection~~

Tracked Changes

Board Policy



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DRAFT REVISION July 5, 2022

Proposed Changes

Officers Reports

MEMO



Date: June 28, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Amy Anderson, Collection Management Director

Subject: Streaming Video Service

In a report included in the August 2021 Board Packet, Lisa Oldoski shared an update on Overdrive Video offerings. At that time, the library system had begun offering streaming videos through OverDrive. Purchasing continued in this area throughout the rest of 2021 and into 2022.

In February 2022, the Collection Development department received notification that OverDrive's acquisition of Kanopy would result in the inability to purchase more OverDrive video content beginning March 15, 2022. As a result of this transition, streaming video purchasing was paused. [Kanopy](#) is a streaming video service available to participating public libraries, colleges, and universities.

The option of purchasing Kanopy streaming video titles was initially cost-prohibitive, as Kanopy had traditionally used a pay-per-use model. In May 2022, Kanopy provided some bundled purchase options for continuing to offer streaming videos; those options are being reviewed by the selection department with the goal of resuming purchasing streaming videos in the second half of 2022.

- In the past, as an example of a pay-per-use model, PCLS provided customers access to [Hoopla](#), a service that offered streaming music access. Hoopla used a pay-per-use model. Currently, Hoopla's pay-per-use pricing is between \$0.99 and \$2.99 per circulation. While Hoopla was provided by PCLS, the amount of budgeted money available for circulation was exceeded by the demand for the service. As a result of the demand far exceeding what the library system had anticipated, the service was discontinued.

As a result of the transition, Kanopy/OverDrive granted the Pierce County Library System a \$16,320 credit in OverDrive to be applied to digital content purchases (e.g. ebooks & eaudiobooks). Another benefit being extended as a result of this transition is a year of free access to both [Kanopy Kids](#) and a [curated simultaneous use collection](#). Previously purchased OverDrive streaming video titles will be removed from the OverDrive collection on September 1, 2022.

MEMO



Date: June 28, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Amy Anderson, Collection Management Director

Subject: World Language Collection

This is an update on the status of the changes implemented in the World Language Collection as a result of the 2019 International Collection Study project. To be more inclusive, the 2019 International Collection Study project renamed the collection as World Language.

In the June 2021 board packet, Collection Manager Tracey Thompson reported that the library had studied the languages currently spoken in our service area. As a result of that study, the library determined that it would collect Spanish, Russian, Korean, Tagalog, Chinese, German, Japanese, Korean, Russian, Spanish, Tagalog, and Vietnamese. These languages are not all at every branch. The decision of which languages collections are housed at individual branches was determined as a result of community demographic analysis as a part of the 2019 International Collection Study project. For example, the Milton Library's community has the highest number of Russian language speakers in the Pierce County Library System, so that library has a Russian language collection.

In addition, it was planned to add Samoan materials to the collection in 2022. The Samoan materials have proven difficult to locate and purchase from library vendors, so that addition has been unable to happen. There have also been supply chain issues in 2022 for the purchase of Russian materials, due to the ongoing conflict in the Ukraine.

Here is a summary of World Language spending so far in 2022 (per Polaris):

- Adult Spanish: \$8,575.44
- Children's Spanish: \$5,828.93
- Chinese: \$0 (Our standing order with the vendor, Pan Asian, that provides Chinese, Japanese, Korean, Tagalog, and Vietnamese has been delayed but is in process per the vendor.)
- German: \$89.33 (Our standing order with the vendor, Multicultural, that provides German & Tagalog language materials has been delayed but is in process per the vendor.)
- Japanese: \$600 (Our standing order with the vendor, Pan Asian, that provides Chinese, Japanese, Korean, Tagalog, and Vietnamese language materials has been delayed but is in process per the vendor.)
- Korean: \$0 (Our standing order with the vendor, Pan Asian, that provides Chinese, Japanese, Korean, Tagalog, and Vietnamese language materials has been delayed but is in process per the vendor.)
- Tagalog: \$0 (Our standing order with the vendor, Multicultural, that provides German & Tagalog language materials has been delayed but is in process per the vendor.)

-
- Vietnamese: \$36 (Our standing order with the vendor, Pan Asian, that provides Chinese, Japanese, Korean, Tagalog, and Vietnamese language materials has been delayed but is in process per the vendor.)
 - Russian: \$444.44 (Our standing order with the vendor, FairVega, that provides Russian language materials has been paused due to the ongoing conflict in the Ukraine.)

It should be noted that the spending above does not reflect spending on DVDs. Feature films have been purchased in both English & World Language films out of the same budget—Adult AV - DVD—in 2022. (\$176,373.39 has been spent out of the Adult AV - DVD budget so far in 2022.) There was a large change to the DVD collection as a result of the 2019 International Collection Study project that was implemented in 2022: the two collections of International and Foreign were combined into a new section entitled World Language. This has resulted in combining the shelving of these collections in one place in branches, with the intention of improving browsing access for customers interested in watching World Language films. Cataloging, purchasing, and materials processing best practices around this new World Language DVD collection have been updated. In future years, now that there is a fully combined World Language DVD area, the purchases will be able to be budgeted and tracked separately.

MEMO



Date: July 1, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Clifford Jo, Finance & Business Director

Subject: 2020 Fiscal and Accountability Audit Update

Our 2020 fiscal and accountability audit is complete, and an exit conference was conducted on Wednesday June 29, 2022. In attendance were Trustee Neesha Patel, Gretchen Caserotti, Mary Stimson, and myself. Gus Ramos and Christopher Ruiz represented the State Auditor and presented the report.

The results were a clean audit, with no findings, no management letters, and no exit conference discussion items.

Pierce County has three teams in the area, but similar to other governmental entities, all their teams have encountered significant staff shortages and turnover. Christopher mentioned that entities having clean records are being invited to return to biannual audits, regardless of whether they would fall under annual audits. (We have been on annual audits over the last 6 years and prior to that were biannual audits.)

The benefit to us includes cost savings over two years and less net time spent on audit work. If the Board has a preference, please let us know during the Board meeting and we will forward that decision to the State Auditor.

Executive Session

***Motion: To recess to Executive Session per RCW 42.30.110
to discuss property matters for **xxx** minutes.***

New Business (cont.)

Possible Action:

Move to authorize the Library to sign a letter of intent and all necessary documents to fully execute a lease for the interim Lakewood Library.

Pierce County Library in the News

July 13, 2022

Pierce County Library in the News

- [Beloved Pierce County library closes today —maybe forever. Some aren't ready for goodbye](#)— The News Tribune (+ Spot On WA, Newsbreak)
- [Letter: The least accountable government in the county](#) – Suburban Times (+ Newsbreak)
- [Committee begins discussions of library branch futures](#) – Senior Scene
- [Lakewood Library Community Advisory Committee meeting](#) – Suburban Times
- [Read Beyond The Beaten Path With Summer Reading](#) – Tacoma Weekly
- ['Read Beyond the Beaten Path' Through Pierce County Library's Summer Reading Program](#) – South Sound Magazine (+ The Dispatch)
- [Change can be hard](#) – Suburban Times
- [New County Library Director Starts Her Tenure](#) – Tacoma Weekly
- [On the Move](#) – South Sound Magazine
- [Local teens place in Pierce County Library writing and art competition](#) – The Dispatch
- [Pierce County names worst places for high-speed internet access. Now it's time to fix it](#) – The News Tribune